



DEPARTMENT OF THE NAVY
NAVAL UNDERSEA WARFARE CENTER DIVISION
610 DOWELL STREET
KEYPORT, WASHINGTON 98345-7610

5720
00L/009
10 Jun 2022

Ms. Rose Santos
FOIA Group, Inc.
P.O. Box 368
Depew, NY 14043

Subj: PARTIAL DENIAL OF FREEDOM OF INFORMATION ACT REQUEST DON-NAVY-2022-004260 FOR CONTRACT N00178-19-D-8586

Dear Ms. Santos:

This letter is in response to your Freedom of Information Act (FOIA) request dated February 6, 2022, for information pertaining to contract N00178-19-D-8586 in which you seek clearly releasable copy of the task order's title page and current statement of work/performance of statement.

Review of the requested documents reveals that they are partially exempt from disclosure under the FOIA. Exemption (b)(6) protects personal information such as names, phone numbers, and email addresses, which have been redacted accordingly.

Fees incurred during the processing of your request amount to \$48.00 for .25 hours of search, and .75 hours of review. Accordingly, please forward a check or money order, payable to the Treasurer of the United States, for the stated amount, to this office within 30 calendar days from the date of this correspondence.

You have the right to an administrative appeal. It must be received within 90 calendar days from the date of this letter. Please attach a copy of your initial request and amended request, a copy of this letter, and mark the appeal letter and envelope "Freedom of Information Act Appeal." Mail your appeal to:

Department of the Navy,
Office of the General Counsel,
1000 Navy Pentagon, Room 4E635, Washington, DC
20350-1000

Please send a copy of your appeal to the Naval Undersea Warfare Center, Keyport, FOIA Coordinator, 610 Dowell Street, Keyport, WA 98345-7610. You are encouraged to provide an explanation why you believe the redactions were inappropriate or our search was inadequate.

SUBJ: PARTIAL DENIAL OF FREEDOM OF INFORMATION ACT REQUEST DON-NAVY-2022-004260 FOR CONTRACT N00178-19-D-8586

If you have any questions, please contact the FOIA Coordinator at andrew.j.phillips1@navy.mil and (360) 396-2785. You may also contact the DON FOIA Public Liaison, Christopher Julka, at christopher.a.julka@navy.mil, (703)697-0037.

Sincerely,



R. M. JUSKO
Counsel

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 58	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D8586			2. DELIVERY ORDER/CALL NO. N0025321F3003		3. DATE OF ORDER/CALL (YYYYMMDD) 2021SEP13		4. REQUISITION/PURCH REQUEST NO. various		5. PRIORITY DO-C9		
6. ISSUED BY NUWC, KEYPORT DIVISION 610 Dowell Street Keyport, WA 98345-7610				CODE N00253		7. ADMINISTERED BY (If other than 6) SCD: C			8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR NAME AND ADDRESS Strategic Technology Institute, Inc. 6000 Executive Blvd. Suite 205 Rockville, MD 20852-3803				CODE OGB12		FACILITY 153637079		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
								12. DISCOUNT TERMS Net 30 Days WAWF			
								13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G			
14. SHIP TO SEE SECTION F				CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43218-2264				MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
		PURCHASE <input type="checkbox"/>		Reference your _____ furnish the following on terms specified herein.							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
Strategic Technology Institute, Inc. _____ NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD)											
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		SEE SCHEDULE									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA /s/Peter Gervais BY:				09/13/2021 CONTRACTING/ORDERING OFFICER		25. TOTAL \$5,251,379.00	
										26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN											
<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO.		29. D.O. VOUCHER NO.		30. INITIALS	
						<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.										35. BILL OF LADING NO.	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

Section C - Description/Specifications/Statement of Work

CLAUSES INCORPORATED BY FULL TEXT

C-245-H005 INFORMATION AND DATA FURNISHED BY THE GOVERNMENT--ALTERNATE I (NAVSEA) (MAY 2019)

(a) Contract Specifications, Drawings and Data. The Government will furnish, if not included as an attachment to the contract, any unique contract specifications or other design or alteration data cited or referenced in Section C.

(b) Government Furnished Information (GFI). GFI is defined as that information essential for the installation, test, operation, and interface support of all Government Furnished Material identified in an attachment in Section J. The Government shall furnish only the GFI identified in an attachment in Section J. The GFI furnished to the contractor need not be in any particular format. Further, the Government reserves the right to revise the listing of GFI as follows:

(1) The Contracting Officer may at any time by written order:

(i) delete, supersede, or revise, in whole or in part, data identified in an attachment in Section J; or

(ii) add items of data or information to the attachment identified in Section J; or

(iii) establish or revise due dates for items of data or information in the attachment identified in Section J.

(2) If any action taken by the Contracting Officer pursuant to subparagraph (1) immediately above causes an increase or decrease in the costs of, or the time required for, performance of any part of the work under this contract, the contractor may be entitled to an equitable adjustment in the contract amount and delivery schedule in accordance with the procedures provided for in the "CHANGES" clause of this contract.

(c) Except for the Government information and data specified by paragraphs (a) and (b) above, the Government will not be obligated to furnish the Contractor any specification, standard, drawing, technical documentation, or other publication, notwithstanding anything to the contrary in the contract specifications, the GFI identified in an attachment in Section J, the clause of this contract entitled "Government Property" (FAR 52.245-1) or "Government Property Installation Operation Services" (FAR 52.245-2), as applicable, or any other term or condition of this contract. Such referenced documentation may be obtained:

(1) From the ASSIST database via the internet at <https://assist.dla.mil/online/start/>; or

(2) By submitting a request to the

Department of Defense Single Stock Point (DoDSSP)

Building 4, Section D

700 Robbins Avenue

Philadelphia, Pennsylvania 19111-5094

Telephone (215) 697-6396

Facsimile (215) 697-9398

Commercial specifications and standards, which may be referenced in the contract specification or any sub-tier specification or standard, are not available from Government sources and should be obtained from the publishers.

(End of Text)

C-202-H001 ADDITIONAL DEFINITIONS--BASIC (NAVSEA) (OCT 2018)

(a) Department means the Department of the Navy.

(b) Commander, Naval Sea Systems Command means the Commander of the Naval Sea Systems Command of the Department of the Navy or his duly appointed successor.

(c) References to The Federal Acquisition Regulation (FAR). All references to the FAR in this contract shall be deemed to also reference the appropriate sections of the Defense FAR Supplement (DFARS), unless clearly indicated otherwise.

(d) National Stock Numbers Whenever the term Federal Item Identification Number and its acronym FIIN or the term Federal Stock Number and its acronym FSN appear in the contract, order or their cited specifications and standards, the terms and acronyms shall be interpreted as National Item Identification Number (NIIN) and National Stock Number (NSN) respectively which shall be defined as follows:

(1) National Item Identification Number (NIIN). The number assigned to each approved Item Identification under the Federal Cataloging Program. It consists of nine numeric characters, the first two of which are the National Codification Bureau (NCB) Code. The remaining positions consist of a seven digit non significant number.

(2) National Stock Number (NSN). The National Stock Number (NSN) for an item of supply consists of the applicable four-position Federal Supply Class (FSC) plus the applicable nine-position NIIN assigned to the item of supply.

(End of Text)

C-204-H001 USE OF NAVY SUPPORT CONTRACTORS FOR OFFICIAL CONTRACT FILES (NAVSEA) (OCT 2018)

(a) NAVSEA may use a file room management support contractor, hereinafter referred to as "the support contractor", to manage its file room, in which all official contract files, including the official file supporting this procurement, are retained. These official files may contain information that is considered a trade secret, proprietary, business sensitive or otherwise protected pursuant to law or regulation, hereinafter referred to as "protected information". File room management services consist of any of the following: secretarial or clerical support; data entry; document reproduction, scanning, imaging, or destruction; operation, management, or maintenance of paper-based or electronic mail rooms, file rooms, or libraries; and supervision in connection with functions listed herein.

(b) The cognizant Contracting Officer will ensure that any NAVSEA contract under which these file room management services are acquired will contain a requirement that:

- (1) The support contractor not disclose any information;
- (2) Individual employees are to be instructed by the support contractor regarding the sensitivity of the official contract files;
- (3) The support contractor performing these services be barred from providing any other supplies and/or services, or competing to do so, to NAVSEA for the period of performance of its contract and for an additional three years thereafter unless otherwise provided by law or regulation; and,
- (4) In addition to any other rights the contractor may have, it is a third party beneficiary who has the right of direct action against the support contractor, or any person to whom the support contractor has released or disclosed protected information, for the unauthorized duplication, release, or disclosure of such protected information.

(c) Execution of this contract by the contractor is considered consent to NAVSEA's permitting access to any information, irrespective of restrictive markings or the nature of the information submitted, by its file room management support contractor for the limited purpose of executing its file room support contract responsibilities.

(d) NAVSEA may, without further notice, enter into contracts with other contractors for these services. Contractors should enter into separate non-disclosure agreements with the file room contractor. Contact the Procuring Contracting Officer for contractor specifics. However, any such agreement will not be considered a prerequisite before information submitted is stored in the file room or otherwise encumber the government.

(End of Text)

C-211-H016 SPECIFICATIONS AND STANDARDS (NAVSEA) (OCT 2018)

(a) Definitions.

- (i) A "zero-tier reference" is a specification, standard, or drawing that is cited in the contract (including its attachments).
- (ii) A "first-tier reference" is either: (1) a specification, standard, or drawing cited in a zero-tier reference, or (2) a specification cited in a first-tier drawing.

(b) Requirements. All zero-tier and first-tier references, as defined above, are mandatory for use. All lower tier references shall be used for guidance only unless specifically identified below.

NONE

(End of Text)

C-211-H017 UPDATING SPECIFICATIONS AND STANDARDS (NAVSEA) (DEC 2018)

The contractor may request that this contract be updated to include the current version of the applicable specification or standard if the update does not affect the form, fit or function of any deliverable item or increase the cost/price of the item to the Government. The contractor should submit update requests to the Procuring Contracting Officer with copies to the Administrative Contracting Officer and cognizant program office representative for approval. The contractor shall perform the contract in accordance with the existing specifications and standards until notified of approval/disapproval of its request to update by the Procuring Contracting Officer. Any approved alternate specifications or standards will be incorporated into the contract.

(End of Text)

C-211-H018 APPROVAL BY THE GOVERNMENT (NAVSEA) (JAN 2019)

Approval by the Government as required under this contract and applicable specifications shall not relieve the Contractor of its obligation to comply with the specifications and with all other requirements of the contract, nor shall it impose upon the Government any liability it would not have had in the absence of such approval.

(End of Text)

C-215-H002 CONTRACTOR PROPOSAL (NAVSEA) (OCT 2018)

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in its Proposal dated 08 February 2021 in response to NAVSEA Solicitation No. N0025321R3000.

(b) The technical volume(s) of the Contractor's proposal is(are) hereby incorporated by reference and made subject to the "Order of Precedence" (FAR 52.215-8) clause of this contract. Under the "Order of Precedence" clause, the technical volume(s) of the Contractor's proposal referenced herein is (are) hereby designated as item (f) of the clause, following "the specifications" in the order of precedence.

(End of Text)

C-223-W002 ON-SITE SAFETY REQUIREMENTS (NAVSEA) (OCT 2018)

(a) The contractor shall ensure that each contractor employee reads any necessary safety documents within 30 days of commencing performance at any Government facility. Required safety documents can be obtained from the respective safety office. Contractors shall notify the Safety office points of contact below to report completion of the required training via email. The email shall include the contractor employee's name, work site, and contract number.

(b) It is expected that contractor employees will have received training from their employer on hazards associated with the areas in which they will be working and know what to do in order to protect themselves. Contractors are required to adhere to the requirements of 29 CFR 1910, 29 CFR 1926 and applicable state and local requirements while in Government spaces. The contractor shall ensure that all on-site contractor work at the Government facility

is in accordance with any local safety instructions as provided via the Contracting Officer's Representative (COR). The contractor shall report all work-related injuries/illnesses that occurred while working at the Government site to the COR.

(c) Contractors whose employees perform work within Government spaces in excess of 1000 hours per calendar quarter during a calendar year shall submit the data elements on OSHA Form 300A, Summary of Work Related Injuries and Illnesses, for those employees to the safety office, via the COR by 15 January for the previous calendar year, even if no work related injuries or illnesses occurred. If a contractor's injury/illness rates are above the Bureau of Labor Statistics industry standards, a safety assessment may be performed by the Safety Office to determine if any administrative or engineering controls can be utilized to prevent further injuries/illnesses, or if any additional Personal Protective Equipment or training will be required.

(d) Any contractor employee exhibiting unsafe behavior may be removed from the Government site. Such removal shall not relieve the contractor from meeting its contractual obligations and shall not be considered an excusable delay as defined in FAR 52.249-14.

(e) The Safety Office points of contacts are as follows:

Naval Undersea Warfare Center Division, Keyport

Code 1024 Safety Office

(360) 315-6758

KYPT_SafetyHelpDesk@navy.mil

(End of Text)

C-227-H006 DATA REQUIREMENTS (NAVSEA) (OCT 2018)

The data to be furnished hereunder shall be prepared in accordance with the Contract Data Requirements List, DD Form 1423, Exhibit A, attached hereto.

(End of Text)

C-227-H009 ACCESS TO DATA OR COMPUTER SOFTWARE WITH RESTRICTIVE MARKINGS (NAVSEA) (JAN 2019)

(a) Performance under this contract may require that the Contractor have access to technical data, computer software, or other sensitive data of another party that contains restrictive markings. If access to such data or software is required or to be provided, the Contractor shall enter into a written agreement with such party prior to gaining access to such data or software. The agreement shall address, at a minimum, (1) access to, and use of, the restrictively marked data or software exclusively for the purposes of performance of the work required by this contract, and (2) safeguards to protect such data or software from unauthorized use or disclosure for so long as the data or software remains properly restrictively marked. In addition, the agreement shall not impose any limitation upon the Government or its employees with respect to such data or software. A copy of the executed agreement shall be provided to the Contracting Officer. The Government may unilaterally modify the contract to list those third parties with which the Contractor has agreement(s).

(b) The Contractor agrees to: (1) indoctrinate its personnel who will have access to the data or software as to the restrictions under which access is granted; (2) not disclose the data or software to another party or other Contractor personnel except as authorized by the Contracting Officer; (3) not engage in any other action, venture, or employment wherein this information will be used, other than under this contract, in any manner inconsistent with this requirement; (4) not disclose the data or software to any other party, including, but not limited to, joint venturer, affiliate, successor, or assign of the Contractor; and (5) reproduce the restrictive stamp, marking, or legend on each use of the data or software whether in whole or in part.

(c) These restrictions on use and disclosure of the data and software also apply to information received from the Government through any means to which the Contractor has access in the performance of this contract that contains restrictive markings.

(d) The Contractor agrees that it will promptly notify the Contracting Officer of any attempt to gain access to any information with restrictive markings. Such notification shall include the name and organization of the individual, company, or Government representative seeking access to such information.

(e) The Contractor shall include this requirement in subcontracts of any tier which involve access to information covered by paragraph (a), substituting "subcontractor" for "Contractor" where appropriate.

(f) Compliance with this requirement is a material requirement of this contract.

(End of Text)

C-228-H002 MINIMUM INSURANCE REQUIREMENTS (NAVSEA) (JAN 2019)

(a) In accordance with the clause(s) of this contract entitled "Insurance--Work On a Government Installation" (FAR 52.228-5) and "Liability and Insurance" (DFARS 252.217-7012), as applicable, the Contractor shall procure and maintain insurance, of at least the kinds and minimum amounts set forth below:

(i) Workers' compensation and employer's liability coverage shall be at least \$100,000, except as provided in FAR 28.307-2(a), if applicable

(ii) Bodily injury liability insurance coverage shall be written on the comprehensive form of policy of at least \$500,000 per occurrence.

(iii) Automobile liability policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(b) To be approved by the Contracting Officer, insurance certificates must include the following cancellation policy statement: Prior to cancellation or material change in coverage, the contractor shall give 30 days written notice to the Contracting Officer.

(c) Physical work cannot begin until the insurance certificate has been approved by the Contracting Officer. Failure to provide an acceptable insurance certificate will not remove the contractor's responsibility to meet the delivery requirements outlined in Section F and FAR 52.211-11, Liquidated Damages – Supplies, Services, or Research and Development, if applicable.

(End of Text)

C-237-H001 SERVICE CONTRACT REPORTING (NAVSEA) (JAN 2021)

(a) Services Contract Reporting (SCR) requirements apply to this contract. The contractor shall report required SCR data fields using the SCR section of

the System for Award Management (SAM) at following web address: <https://sam.gov/SAM/>.

(b) Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://sam.gov/SAM/>.

(End of Text)

C-237-H002 SUBSTITUTION OF KEY PERSONNEL (NAVSEA) (OCT 2018)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement. Substitution shall include, but not be limited to, subdividing hours of any key personnel and assigning or allocating those hours to another individual not approved as key personnel.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; (3) an explanation as to why the proposed substitute is considered to have equal or better qualifications than the person being replaced; (4) payroll record of the proposed replacement; and (5) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

(c) Key personnel are identified in Section H.

(End of Text)

C-237-W001 ELECTRONIC COST REPORTING AND FINANCIAL TRACKING (eCRAFT) SYSTEM REPORTING (NAVSEA) (MAY 2019)

(a) The Contractor agrees to upload the Contractor's Funds and Man-hour Expenditure Reports in the Electronic Cost Reporting and Financial Tracking (eCRAFT) System and submit the Contractor's Performance Report on the day and for the same timeframe the contractor submits an invoice into the Wide Area Workflow (WAWF) module on the Procurement Integrated Enterprise Environment (PIEE) system. Compliance with this requirement is a material requirement of this contract. Failure to comply with this requirement may result in contract termination.

(b) The Contract Status Report indicates the progress of work and the status of the program and of all assigned tasks. It informs the Government of existing or potential problem areas.

(c) The Contractor's Fund and Man-hour Expenditure Report reports contractor expenditures for labor, materials, travel, subcontractor usage, and other contract charges.

(1) Access eCRAFT: Reports are uploaded through the eCRAFT System Periodic Report Utility (EPRU). The EPRU spreadsheet and user manual can be obtained at: <http://www.navsea.navy.mil/Home/Warfare-Centers/NUWC-Newport/Partnerships/Commercial-Contracts/Information-eCraft/> under eCRAFT information. The link for eCRAFT report submission is: https://www.pdrep.csd.disa.mil/pdrep_files/other/ecraft.htm. If you have problems uploading reports, please see the Frequently Asked Questions at the site address above.

(2) Submission and Acceptance/Rejection: Submission and Acceptance/Rejection: The contractor shall submit their reports on the same day and for the same timeframe the contractor submits an invoice in WAWF. The amounts shall be the same. eCRAFT acceptance/rejection will be indicated by e-mail notification from eCRAFT.

(End of Text)

C-242-H001 EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (OCT 2018)

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$1,000 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party may be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

(End of Text)

C-242-H002 POST AWARD MEETING (NAVSEA) (OCT 2018)

(a) A post-award meeting with the successful offeror will be conducted within fifteen (15) days after award of the [contract / task order]. The meeting will be held at the address below:

Location/Address:

Naval Undersea Warfare Center Division, Keyport
620 Dowell Street
Keyport, WA 98345

(b) The contractor will be given five (5) working days notice prior to the date of the meeting by the Contracting Officer.

(c) The requirement for a post-award meeting shall in no event constitute grounds for excusable delay by the contractor in performance of any provisions in the [contract / task order].

(d) The post-award meeting will include, but is not limited to, the establishment of work level points of contact, determining the administration strategy, roles and responsibilities, and ensure prompt payment and close out. Specific topics shall be mutually agreed to prior to the meeting.

(End of Text)

C-242-H003 TECHNICAL INSTRUCTIONS (NAVSEA) (OCT 2018)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer and the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

- (1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.
- (2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this contract.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

(End of Text)

C-244-H002 SUBCONTRACTORS/CONSULTANTS (NAVSEA) (OCT 2018)

Notwithstanding FAR 52.244-2(d) and in addition to the information required by FAR 52.244-2(e) of the contract, the contractor shall include the following information in requests to add subcontractors or consultants during performance, regardless of subcontract type or pricing arrangement:

- (1) Impact on subcontracting goals,
- (2) Impact on providing support at the contracted value,
- (3) IF SEAPORT TASK ORDER - The results of negotiations to incorporate fee rate caps no higher than the lower of (i) SeaPort-e fee rate caps for the prime contractor, or in the case where the proposed subcontractor is also a SeaPort-e prime, (ii) fee rate caps that are no higher than the subcontractor's prime SeaPort-e contract.

(End of Text)

SECTION C DESCRIPTIONS AND SPECIFICATIONS

BACKGROUND

System Acceptance and Operational Readiness Department

The Test and Evaluation (T&E) Department, Code 20, of the Naval Undersea Warfare Center (NUWC) Division Keyport (NUWC DIVKPT) plans, organizes, directs and controls NUWC DIVKPT's Test, Training and Evaluation (TT&E) of Undersea Warfare (USW) Systems and Operational Readiness Assessment support for Acquisition and Fleet customers. The Department conducts system evaluation activities throughout all phases of the acquisition life cycle including technology development, system design, development, production, and in-service readiness assessment. In performance of Test and Evaluation, the Department plans and executes test programs; provides test environments that closely approximate war-fighting environments; provides methods for measuring system performance in those environments; and conducts performance analysis and evaluation of the systems under test. The Department provides the TT&E leadership for NUWC DIVKPT and provides T&E planning, test execution and analytical support independently as "Trusted Agent" directly to Commander, Operational Test and Evaluation Force (COMOPTEVFOR) and other T&E activities requiring independent technical assessment. The Department serves as the T&E and readiness assessment agent for all USW Systems assigned to NUWC DIVKPT. The Department operates, manages and controls the Pacific Northwest Range and other readiness test and assessment facilities in the area of the Pacific Ocean. The Department supports Analysis and Assessment, Fleet Material Readiness, Signatures and Susceptibility and other Product Areas.

1.1 Undersea Test Ranges and Fleet Readiness Division

The Undersea Test Ranges and Fleet Readiness Division, Code 21, operates ocean-based environment, measurement and support systems. Oversees test, training, and measurement facilities, equipment, and range system operations and maintenance processes. Satisfies customer exercise and measurement requirements through the operation of ocean based test and measurement systems. Assures the readiness of assigned systems through the implementation of calibration, maintenance, repair and life cycle processes, Acts as the customer's agent for exercise planning, exercise interpretation and development of surrogate environments, measurement and support systems. Assists in the design, fabrication and testing of systems for USW warfare environment simulation and performance measurement. Oversees the manning and maintenance of all NUWC DIVKPT range craft and range craft systems; and acts as the NUWC DIVKPT point of contact (POC) for international agreements and Fleet platform scheduling for both U.S. and foreign Navies.

1.2 Undersea Systems Acquisition & Assessment Division

The Undersea Systems Acquisition & Assessment Division, Code 22, is responsible for conducting production acceptance for USW weapons and material resulting in improved system reliability and confidence for the Fleet. These efforts include specifying the components of war fighting environment, determining methods of evaluation, setting overall test objectives based upon end user requirements, and relating evaluated results to those requirements. Providing technical leadership and competency in the application of reliability and environmental test technologies to support USW TT&E capabilities and systems. Providing technical expertise in the application of transducer, pinger, magnetic and electronic T&E systems to fulfill the Department's mission of

performing readiness assessment of operational USW Ships, Ship systems, and Weapons. Evaluating system response relative to the real, approximated and synthetic environments and required performance. Directing the contractual production acceptance process at NUWCDIVKPT for both the Heavyweight and Lightweight Torpedo weapon systems; and performing TT&E data processing, which includes developing requirements for and specifying data systems and analysis tools to satisfy systems confidence needs.

1.3 Test Resources, Planning & Coordination Division

The Test Resources, Planning & Coordination Division, Code 23 is responsible to identify, acquire, modernize and sustain Test, Training, Experimentation and Evaluation (T2E2) systems, methods and capabilities for current and emerging Undersea Warfare USW/ Anti-Submarine Warfare (ASW) Weapons, Vehicles, Unmanned Undersea Vehicles (UUV), Autonomous Undersea Vehicles (AUV) and other systems. This includes fixed and portable tracking and measurement systems, modeling and analysis systems, fixed and mobile targets, Research and Development (R&D) Test Vehicles, methods, and a Joint interoperability capability to support full-spectrum acquisition, at-sea trial and experimentation requirements. Code 23 provides specialized test engineering support to design, manage, and control test and experimentation of USW/ASW experimental, applied research, developmental, and operational systems. Provides input to de-conflict Major Range & Test Facility Base (MRTFB) range, range craft, and T&E mission systems maintenance and modernization schedules with customer test events. Maintains a strong partnership with Commander, Operational Test and Evaluation Force (COTF) in support of both traditional and non-traditional acquisition programs. Processes and technical innovations may be required for cost effective conduct and rapid assessment of T&E events.

2.0 DESCRIPTION OF SERVICES

2.1 Management

The contractor shall ensure that all work meets performance objectives, standards or tolerances specified or included in applicable documents. In order to meet task order requirements, work shall be performed within time limits specified; constraints present and schedule of customer's operations in accordance with operations schedules provided by the government.

Through participation in planning meetings, the contractor will receive information that the contractor may utilize in setting milestones and performance objectives relative to specific subtasks discussed in accordance with contract and task order performance work statement (PWS).

A contractor point of contact (POC) shall be identified for each PWS functional area (2.3 - 2.5). The POC shall be the main line of communication between government technical leads and contractor personnel for technical tasking. Any effort undertaken by the contractor pursuant to oral directions and instructions, other than in accordance with the provisions herein, shall be at the Contractor's risk and expense.

The Government and contractor shall mutually agree to a day and time weekly for communication meetings. These meetings are for the purposes of identifying problem areas, problem resolution, and keeping lines of communication open.

2.1.1 Program Management

The contractor shall provide monthly status reports identifying work accomplished, funding spent for the previous month, work planned for the next month, issues and concerns. See paragraph 4.0 Reporting Requirements. (CDRL A001, DI-MGMT-80227)

The contractor shall provide biweekly funds and man-hours expenditure reporting the status of the current funding level and labor hours by project and functional area. See paragraph 4.0 Reporting Requirements. (CDRL A002, DI-FNCL-80331A)

2.1.2 Subcontractor Management

The contractor is responsible for performance requirements delineated in this PWS, and shall institute appropriate management actions relative to subcontractor performance. The contractor shall be accountable for compliance of subcontractors and is responsible for ensuring all deliverable products comply with task order requirements.

2.1.3 Assignment of Responsibility and Authority

The Contractor shall identify the organizational elements responsible for conducting the activities delineated in this PWS. Responsibilities shall be assigned and clear lines of authority defined for determining and controlling the resources necessary to satisfy each element of this PWS. IAW with C-207-H002 SUBSTITUTION OF KEY PERSONNEL (NAVSEA) (OCT 2018), the Contractor shall notify the Government of changes regarding authority or responsibility changes made by the Contractor during the period of performance.

2.2 Personnel Qualifications

The Contractor shall provide necessary personnel to accomplish all contract work and services within the Government specified timeframes. The Contractor shall provide personnel with qualifications, necessary licenses, certifications, training, experience levels and security clearances that are required, including Federal, State, and local laws, and regulations. Evidence of required qualifications, necessary licenses, certifications, training, experience levels, and security clearances shall be maintained by the Contractor and must be produced if required by inspection or audit. Contractors must have the ability to communicate effectively (both verbally and written) to all applicable parties. Personnel assigned to these tasks will need the tact and diplomacy to effectively work with civilian and military personnel to maintain the professionalism of NUWCDIVKPT.

It is not the Government's responsibility to develop or train private Contractor employees. In the event that a one-time training event is required, or training specific to the Government that cannot be obtained commercially is required, the Contracting Officer will approve the training by issuing a Technical Instruction (TI) Letter to the Contractor.

2.2.1 Program Manager Qualifications

The Program Manager is the only key person for this contract. At the time of award, the qualifications described in the PM's resume will supersede the qualification requirements defined in this section. Those qualifications will then become the minimum standards for the PM during the course of this contract.

2.2.2 Labor Categories, Education and Experience

Table 2-1 lists the labor categories (along with the Service Contract Act or Bureau of Labor Statistics Occupation Code), desired education, experience, and individual qualifications for the support to be provided under the PWS paragraph(s). If an offeror does not identify the labor categories listed below by the same specific title in its proposal, then the offeror shall provide an eCraft crosswalk which lists its applicable labor category designation which corresponds to that identified below and identify any substantive differences. Contractor personnel shall be assigned to contract efforts in a manner that will maximize productivity and efficiency. Normally, this means utilizing the lowest category of labor that is fully capable of performing a function.

Table 2-1 Labor Categories, Education and Experience

SCA 30082 Engineering Technician II
PWS Paragraphs: 2.3.1, 2.3.2, 2.5.1, 2.5.2
Education/Experience: Desired Associates' Degree and one year of experience in related field.
Security Clearance Required: Secret
SCA 30084 Engineering Technician IV
PWS Paragraphs: 2.3.1, 2.3.2, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.5.4
Education/Experience: Desired Associates' Degree and three years of experience in related field.
Security Clearance Required: Secret
SCA 30086 Engineering Technician VI
PWS Paragraph: 2.3.1, 2.3.2, 2.5.1, 2.5.2
Education/Experience: Desired Associates' Degree and five years of experience in related field.
Security Clearance Required: Secret
SCA 23181 Electronic Technician Maintenance I
PWS Paragraphs: 2.3.1, 2.3.2, 2.5.1, 2.5.2
Education/Experience: Desired Associates' Degree and one year of experience in related field.
Security Clearance Required: Secret
SCA 23182 Electronic Technician Maintenance II
PWS Paragraphs: 2.3.1, 2.3.2, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3
Education/Experience: Desired Associates' Degree and two years of experience in related field.
Security Clearance Required: Secret
SCA 23550 Maintenance Machinist
PWS Paragraphs: 2.3.2
Education/Experience: Desired Associates' Degree and two years of experience in related field.
Required: Motorboat Operator License
Security Clearance Required: Secret
BLS 49-3051 Marine Mechanic/Marine Technician/Motorboat Mechanic
PWS Paragraphs: 2.3.4
Education/Experience: Desired Associates' Degree and two years of experience in related field.
Security Clearance Required: Secret
BLS 53-5022 Motorboat Operator
PWS Paragraphs: 2.3.4
Education/Experience: Desired Associates' Degree and two years of experience in related field. Motorboat Operator License
Security Clearance Required: Secret
SCA 14044 Computer Operator IV (Cyber Security Technician)
PWS Paragraphs : 2.3.3
Education: Desired Associates' Degree and two years of experience in related field.
Experience: Required CompTIA Security + certified including one or more of the below certifications, documented proof of current certification with continuing education credits, and two years of experience in related field.
• Microsoft MCSA Windows 7 Certified
• Microsoft MCSA Windows 10 Certified
• Microsoft MCSA Windows 2008 Certified
• Microsoft MCSA Windows 2012 Certified
• Microsoft MCSA Windows 2016 Certified
• CompTIA Linux +
• SUSE Certified Linux Administrator Certification
Security Clearance Required: Secret SSB
SCA 15095 Technical Instructor/Course Developer (Training Specialist)
PWS Paragraphs: 2.6.2
Education/Experience: Desired Associates' Degree and two years of experience in related field.
Security Clearance Required: Secret
SCA 30084 Engineering Technician IV/QA Specialist
PWS Paragraphs: 2.6.2
Education/Experience: Desired Associates' Degree and two years of experience in related field.
Security Clearance Required: Secret
SCA 30063 Drafter/CAD Operator III
PWS Paragraph: 2.6.3
Education/Experience: Desired Associates' Degree and three years of Drafting/CAD experience.
Required experience with Geometric, Dimensioning and Tolerancing (GD&T).
Security Clearance Required: Secret
SCA 30064 Drafter/CAD Operator IV

PWS Paragraph: 2.6.3
Education/Experience: Desired Associates' Degree and seven years of Drafting/CAD experience. Required demonstrated proficiency with Geometric, Dimensioning and Tolerancing (GD&T).
Security Clearance Required: Secret
SCA 01613 Word Processor III
PWS Paragraph: 2.6.3
Education/Experience: Desired High School Diploma and three years of experience in word processing.
Security Clearance Required: Secret
SCA 30463 Technical Writer III
PWS Paragraph: 2.6.3
Education/Experience: Desired Bachelors' degree in any technical or managerial discipline and two years of experience in technical writing.
Security Clearance Required: Secret
BLS 13-1081 Logistics Analyst
PWS Paragraph: 2.6.1
Education/Experience: Desired Bachelors' Degree and one year of experience in related field.
Security Clearance Required: Secret
SCA 01410 Supply Clerk/Technician
PWS Paragraph: 2.6.1
Education/Experience: Desired High School degree and two years of experience in related field.
Security Clearance Required: Secret
BLS 11-9041 Program Manager (Key Person)
PWS Paragraphs: 2.1.1, 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.6.1, 2.6.2, 2.6.3, 2.6.4
Education/Experience: Desired Bachelors' Degree in any technical or managerial discipline and seven years of professional experience in technical program/project management with projects of increasing complexity.
Security Clearance Required: Secret

2.3 RANGE OPERATIONS AND SYSTEMS TESTING SUPPORT

2.3.1 Range Operations Systems Support

The contractor shall support undersea tracking range operations. Operate and maintain range support systems, provide maintenance logs, trend analysis and update range databases.

2.3.1.1 Operate and maintain electronic, acoustic, video, mechanical, and electro-hydraulic range systems. Provide Operations and Maintenance Log weekly.

2.3.1.2 Verify systems operability and log all maintenance actions. Conduct equipment maintenance, backup system-software and upgrades for the Range systems monthly.

2.3.1.3 Provide independent assessment and technical support for Fleet Validation/Verification and Range Tests including dockside and underway-shipboard technical support for Shipboard Simulation and Recovery Systems. Estimate 3 events per month.

2.3.1.4 Using Range Maintenance Log, categorize and summarize failure information into a listing delineating failed equipment, causes, dates, corrective actions, recommendations, and impacts; perform monthly.

2.3.1.5 Analyze any recurrent events or trends and prepare Failure Analysis Reports monthly.

2.3.1.6 Collect and input Range technical, test, maintenance and schedule data into various Range Databases monthly.

2.3.1.7 Provide technical support of communication/radio equipment in support of Radio Shop as needed. (Require EKMS training and certification, which will be provided by the Government.). Estimate 25 pieces of equipment.

2.3.1.8 Provide technical support for parts research using Government databases and websites monthly.

2.3.1.9 Provide extended support to comply with range schedules.

2.3.2 Range Test Systems Development

Provide technical support in the design, development, fabrication, and assembly of equipment and components under development by the USW Test, Training, and Evaluation Group. Also, provide support for test stand design and fabrication.

2.3.2.1 Develop, Fabricate, Test, and Assemble

Using established local procedures and references (to be provided upon award); provide technical support in the development, fabrication, test and assembly of equipment and components as needed. Specific subject and timeframe will be supplied via Technical Instruction (TI) letters. Systems under development may change during the period of this contract. Generally, the systems will support the following program requirements: Target Centered Tracking (TCT), Portable Range, T&E Target, Countermeasure emulator and similarly complex systems (target, tracking, shipboard and acoustic systems). Estimate 2 systems per year.

2.3.3 Range System Software Support

Provide configuration management and technician level support for software modification and integration of NUWCDIVKPT Range systems; provide support for hardware integration and testing, and support planning and analysis as needed. Estimate four (4) software range systems.

2.3.3.1 The Contractor shall manage the functionality and efficiency of a group of computers running on one or more operating systems such as Windows 10 and Red Hat Enterprise 7.x/8.x. This includes maintaining the integrity and security of servers and standalone systems. Performing administration of physical and virtualized servers, workstations and networks using industry standard technologies. The contract shall conduct a systems analysis and development to keep systems current with changing technologies by making recommendations for hardware and software purchases. Performs OS and vendor software patching on servers, workstations, and networks

2.3.3.2 Contractor shall install new software, troubleshoot, grant permissions to applications and train users in basic functions. Contractor shall support users with technical issues by providing for the day-to-day support of Server and Workstation services.

2.3.3.3 Responsible for the configuration, maintenance and troubleshooting of physical and virtual hardware.

2.3.3.4 Contractor shall configures, maintains and troubleshoots network related interfaces on servers and workstations.

2.3.4 Range Craft Operation, Maintenance and Repair Support

2.3.4.1 Contractor shall conduct preventive level maintenance to ensure all of the assigned craft are in the operational status in accordance with standard commercial practices. Submit recommendations to resolve maintenance problems associated with range craft equipment, including hardware and documentation changes. This includes documenting the extent of repairs required, materials or parts needed and to estimate the time required to complete repairs.

2.3.4.2 After Government approval when corrective maintenance is identified, the contractor shall conduct corrective maintenance at a component/sub-assembly level. Repair or replace onboard systems to restore to operational condition in accordance with standard commercial practices. This includes onboard diagnosis of equipment malfunctions and failures, and restore operation by replacement, or repair as appropriate. This could involve troubleshooting, repairing, overhauling, and installing equipment such as propulsion machinery and auxiliary generators, pumps, compressors, and firefighting machinery on sea going vessels.

2.3.4.3 Provide recommendations to supporting work packages for annual upkeep periods and the dry-docking cycle. Each craft will normally be dry-docked at four (4) year intervals.

2.3.4.4 During underway operations, contractor shall support operations, maintenance and troubleshooting as necessary to ensure successful operations in keeping with standard maritime engineering practices.

2.3.4.5 When operating a vessel the Contractor shall maintain desired courses, using compasses or electronic navigation aids. Follow safety procedures to ensure the protection of passengers, cargo and vessel. Secure vessel to dock and cast off lines to enable departure. Support directions for loading, unloading and organization of crewmembers. Contractor shall give recommendations for repairs, fuel and organize supplies for vessel. Support safety operations in emergencies and report any observed navigational hazards.

2.4 Environmental and Failure Analysis Testing Support

The Environmental Test Laboratory (ETL) provides reliability analysis, functional test development, software development, shock and vibration fixture development and a wide range of environmental test capabilities. The ETL was designed to test torpedo components, fully assembled torpedoes and large fire control electronics. Additionally utilizes test equipment that can handle small, large or multiple items. The facility also includes an explosives test laboratory.

The ETL provides a variety of technical proficiencies to its customers in support of environmental test, including:

- Functional Testing support: Data acquisition, power and signal source and measurement, hydrostatic testing, high-pressure pneumatics and fluid based systems, flow and pressure control, and machine interface and automation.

- Work within LabVIEW and MATLAB software environment.

- Environmental Test Capabilities: Vibration, shock, temperature, humidity, altitude, salt fog, highly accelerated life test (HALT)/highly accelerated stress screen (HASS), acceleration, hydrostatic, 3-axis rate table, and pump test facilities.

- Explosive Testing.

The Failure Analysis Lab is responsible for the development of analysis tool set and continuously reassesses the measurement of technology needs. The lab continues to perform failure analysis with an emphasis on root cause analysis.

2.4.1 ETL Test Support

a. Using furnished test instructions, set up test fixtures, photographically document test configurations if required by lab manual test procedures, and perform environmental and functional tests on Government furnished material. Estimate 25 individual one-week long test events annually. Estimate 12 fixture set-ups per month. Estimate 4 test configurations per month. Estimate 25 environmental and functional tests per month.

b. Using the Computer Aided Test Tracking System (CATTS) database, electronically record tests performed and test equipment used in support of testing. Estimate 25 data base entries per month.

c. Work with engineers to review test instructions against applicable weapons specifications and other test related documents for accuracy and completeness. Estimate 1 test instruction per month.

d. Work with engineers to support the development of test instructions for first-time tested, Government-furnished material and rewrites of earlier test instructions based on applicable weapons specifications. Estimate 2 test instructions per month. Estimate 2 rewrites per month.

e. Work with engineers to troubleshoot and perform failure analysis of failed test items and/or test sets. Assume 25, one-week tests conducted annually. Estimate 25 troubleshooting analyses per month.

f. Build/repair cables and build/repair related test support equipment as directed by the engineer in support of testing. Estimate 1 cable per month.

Estimate 2 test-support-equipment builds/repairs per month.

g. Support the setup, installation, maintenance and removal of test equipment including:

i. Vibration systems including single axis electro-dynamic systems, 3-axis vibration system, single axis hydraulic system, and pneumatically-operated repetitive shock vibration system.

ii. Climatic equipment including walk-in and fast ramp capable temperature/humidity chambers, thermal cycling chambers, temperature/humidity/altitude chamber, thermal shock chamber, HALT/HASS system, and thermal conditioning unit for environmental stress conditioning and portable climatic systems.

iii. Shock and Acceleration equipment including 1212, 2424 and 4848 guided free fall/acceleration drop shock systems, lightweight hammer shock machine, and 3-axis rate and positioning table with temperature enclosure.

iv. Specialty test equipment including dip tanks for immersion testing, helium leak detection system, hydrostatic test tanks, salt fog and salt fog/rain systems, and pump test station.

v. Explosive and non-explosive test capabilities including 40-foot controlled descent tower, jumble tester, jolt tester, drop shock, and vibration and acceleration.

vi. Escort and/or hand-carry classified information between government facilities located at NUWCDIVKPT, Bangor Naval Station and Test Ranges as needed. Receive and maintain appropriate training and authorization to perform courier duties.

Estimate 4 test equipment projects per month. Extended coverage may be required to comply with testing. Shift work may be required to complete testing cycles.

2.4.1.1 ETL Production Control

Perform environmental test production control functions as follows in accordance with local procedures:

a. Load and track test items in CATTS database from receipt to final disposition. Estimate 25 test items per month.

b. Provide test item review and tracking and verify test requests. Estimate 25 test items per month.

c. Prepare test packages (compile test procedure and tracking sheet) in accordance with established local procedures and references to be provided upon award. Estimate 15 test packages per month.

d. Provide active item status reports and provide status of proposed schedules, problem areas and recommendations to the ETL Deputy Lab Manager, using existing database. Estimate 1 status report per week.

e. Update parts dictionary, create data records, enter new test sequences and update existing test sequences. Estimate 10 updates per month.

f. Monitor and track the movement of components through different test sequences to ensure completion of testing in an expeditious manner. Estimate 1 component tracking per day.

g. Conduct test item inventory, photographically documenting components for Inventory Control or damage as indicated by the Environmental Testing Lab Manual, as needed.

h. Provide support to test engineers on research and analysis of historical test records, as needed.

i. Receipt for and verify all test items and related hardware received by the ETL in accordance with local procedures. Estimate 25 verifications per month.

j. Maintain government classified hardware storage areas and associated classification documentation in accordance with classified material handling guidance provided upon award. Estimate 1 classified material handling per week.

k. Update and maintain bench stock/pre-expended bin (PIB) material spreadsheet as items are withdrawn or added to the list. Estimate 1 update per month.

l. Input and closeout, Torpedo Management Information System (TMIS) reports to Navy-wide databases (HTTDS/APCS). Estimate 4 TMIS reports per month.

m. Maintain Failure Reporting and Corrective Action System (FRACAS), Failure Analysis Report (FAR), and Document Endorsement (DE) storage and completed test package storage. Estimate 2 maintenance actions per month.

n. Distribute production status reports (for Defense Logistics Agency (DLA) 4T Cog test items); update TMIS reports, as needed.

o. Maintain trends and graphs of progress and production status. Estimate 1 metric report per week.

p. Ship periodic and non-periodic test items (with condition code tags filled out and attached) and store final report of items tested. Estimate 15 test item shipments per month.

q. Update TMIS reports and maintain all related records/documents. Estimate 4 TMIS reports per month.

r. Prepare shipments and shipping documents for classified and non-classified test item return to/from vendor, final disposition, off-site testing, and associated test equipment. Estimate 15 shipments per month.

s. Maintain the Production Control portion of the ETL ISO9000 Lab Manual Instructions. Estimate 1 time per year.

2.4.1.2 ETL Calibration Tracking

- a. Use the CATTS database to track and keep current an inventory consisting of test equipment, lab equipment and program equipment for the ETL, Non-Destructive Test (NDT) Lab, Acoustic Test Facility (ATF), Transducer Acoustic Test Facility (TATF), Underwater Tracking Systems (UTS) and pinger labs. Estimate 1 equipment tracking action per day.
- b. Use CATTS database to monitor calibration schedule for test equipment, lab equipment and program equipment. Estimate 1 calibration schedule update per week.
- c. Pick up and deliver ETL calibration items to the calibration drop point at NUWCDIVKPT when items are due to be calibrated according to the calibration schedule. Estimate 1 pickup/delivery per week.
- d. Prepare equipment and calibration report using the CATTS database. Estimate 1 report per week.
- e. Track and prepare test equipment and associated paperwork for excessing when equipment is identified and approved for removal by the ETL Deputy Lab Manager. Estimate 4 test equipment excessing per month.

2.4.1.3 ETL Computer Aided Test Tracking System (CATTS) Database Operation and Maintenance

- a. Maintain, update and administer CATTS database using the current Government prescribed version of Microsoft Access for the GUI front end and the current Government prescribed version of SQL Server for the back end. Estimate 1 database update per week.
- b. Provide analysis, perform upgrades, and collect, identify, validate, and update related data; distribute system-generated reports. Estimate 1 analysis process per week.
- c. Operate and maintain technical, management, logistics systems, software, and/or internet/intranet web pages. Estimate 1 operational/maintenance action per day.
- d. Maintain CATTS user forms and automated procedures in accordance with current accepted business practices; as needed.
- e. Maintain a backup CATTS database on an automated server. Estimate 1 database backup per day.
- f. Maintain the existing Computer Aided Status (CAS) historical database as a read-only file on the server; as needed.
- g. Update CATTS user manual to reflect current database procedures for all users of the system; as needed. CATTS Manual will be provided to contractor following award of Task Order.
- h. Provide CATTS database user assistance and training; as needed.

2.4.1.4 ETL Test Instruction Support

Prepare test instructions in final format using GFI. Modify instructions for the ETL in accordance with the ETL Lab Manual Instruction requirements. Review various test instructions against applicable weapons specification/test documents within CATTS for accuracy and completeness. Using the CATTS database, track the reviewing process of test instructions. Maintain records and log files of test instructions.

Estimate 25 prep test instructions per month.

Estimate 4 modified test instructions per month.

Estimate 1 weapons specification test instruction per month.

Estimate 15 test instruction progress reviews per month.

Estimate 15 test instruction record updates per month.

2.4.1.5 ETL Technical Program Support

Using Government furnished information; collect, analyze, organize, develop, revise, and maintain technical data and documentation. Estimate 1 technical data action per day.

2.4.2 Failure Analysis Technical Lab Support - equipment operation and maintenance.

- a. Using test instructions, set up test fixtures, document test configurations if required by lab test procedures, and perform related functional tests on material supplied; as needed.
- b. Using applicable database, electronically record test performed and test equipment used in support of testing; as needed.
- c. Work with engineers to support the development of processes for first-time tested hardware and rewrites of earlier procedures based on government furnished information and current testing environment; as needed.
- d. Assist in the design and construction of test fixtures. Estimate 4 test fixtures per quarter.
- e. As needed, troubleshoot, maintain and repair test equipment and lab facilities as directed by the engineer in support of testing. Track equipment maintenance and calibration schedules using applicable databases. Estimate 6 pieces per month.
- f. Support the setup, installation, maintenance and removal of test equipment, as needed.
- g. As needed, perform Failure Analysis and Test production control functions including:
- i. Load and track test items from receipt to final disposition

ii. Provide test item review and tracking and verify test requests

iii. Prepare test packages and reports

h. Prepare documents for training and lab equipment maintenance, schedule contractor visits to NUWCDIVKPT for planned equipment maintenance and calibration offsite including coordinating access to base. Estimate 6 training and lab maintenance actions a year.

i. Maintain the records management systems for lab reports and track lab documents throughout the review and signature routing process. Perform archiving, scanning, and distribution of reports as needed. As needed, provide administrative reviewing of documents in accordance with the Navy Correspondence Manual. Estimate 10 documents per week.

j. Assist in the retrieval and collection of data from lab equipment, interface with industrial shops to locate technical documents, data, or other information required by failure analysis processes as needed.

2.4.3 Acoustic Testing Support

Using government supplied test instructions; set up test fixtures and perform acoustic and related functional tests on material supplied by government. This work will be performed at the Transducer Automated Test Facility (TATF), the Acoustic Test Facility (ATF), or the Weapons SONAR Test Facility (WSTF).

a. Following established procedures, perform the required acoustic testing (may require Government provided training). Estimate 40 tests per year.

b. Work with engineers to review test instructions against applicable weapons specification and test documents for accuracy and completeness. Estimate 1 test instruction per year.

c. Work with engineers to support the development of test instructions for first-time tested hardware and rewrites of earlier procedures based on government furnished information and current testing environment. Estimate 2 procedures per year.

d. Work with engineers to troubleshoot, perform failure analysis, and repair failed test items and or test sets. Estimate 3 items per year.

e. Build/repair cables and build/repair related test support hardware as directed by the engineer in support of testing. Estimate 4 cables per year.

2.5 INDUSTRIAL SUPPORT

2.5.1 MK30 Support

2.5.1.1 Depot Level Repair Support

The Contractor shall provide repair support for the MK30 Target components. The Unmanned Undersea Vehicle Material Readiness Branch supports the MK30 mobile target and other Unmanned Undersea Vehicle (UUV) and NAVAIR programs. The Branch supports the repairing, maintaining, and modifying of the hardware and software associated with these programs. The hardware is received from remote Intermediate Maintenance Activities (IMA), Operating Sites (OS) or processed at NUWCDIVKPT. A weekly Priority Repair Report will be provided by the Government to the Contractor to identify priorities and needs of the Fleet. In most cases, a maximum turnaround time of 10 working days is required. The Contractor will notify the Government if this turnaround time cannot be met. The Contractor shall provide manpower to work the processes using NUWCDIVKPT provided procedures. Extended hours may be required to meet production requirements.

The Contractor shall troubleshoot/repair/modify/test cables and other electrical, electronic, or mechanical hardware. Typically these include the following items: Auxiliary Power Units (15), Power Amp (30), Power Switches (5), Speed Setters (10), MK 30 projectors (2), Main Casualty Logic Box (MCLB) (5), radio beacons (2), emergency shutdown Pingers (2), Shaft Seal Assemblies (10), Control Assemblies (10), Propulsion Motors (5), Au/Zn Battery Maintenance, End Of Run/Line Spectrum Generation (EOR/LSG) Spheres (20), Compensators (25), Pressure Regulators (20), or equivalent type assemblies. Maintenance/repair documentation such as test data shall be delivered with the repaired hardware. Estimate 80 components per quarter.

2.5.1.2 Operations Site Support

Contractor will assist in the Turn-Around of the MK30 Weapons Target. This will include breakdown and reassembly of the system and on-site mechanical and electrical troubleshooting of the system. The contractor will assist in containerizing the target for range use. The contractor will conduct planned maintenance on the target and associated test sets. All contracted MK30 support technicians will rotate through this position. Each turn-around evolution takes 1 person 5 days to accomplish. Estimate 52 evolutions a year.

2.5.2 Unmanned Underwater Vehicle Support

Contractor will assist in the Turn-Around of the Unmanned Underwater Vehicles (UUV) to support such projects as MTV, XTV and other like projects such as mid-size UUV Razorback and large displacement UUV Snakehead. This will include breakdown and reassembly of the system and on-site mechanical and electrical troubleshooting of the system. The contractor will assist in containerizing the vehicle. The contractor will conduct planned maintenance on the vehicle and associated test sets. Each turn-around evolution takes approximately 1 to 2 people, 5 days to accomplish. As needed support based on the special projects' schedules.

2.5.3 Underwater Tracking Range Equipment Support

The Contractor shall provide technical support for Underwater Tracking Range Equipment (UTRE), commonly referred to as "pingers". The Contractor shall provide technical support for associated test and support equipment. The Contractor shall provide equipment and material inventory management support for UTRE.

a. Provide technical support for all phases of the UTRE: preparation, installation, removal, turnaround, repair, test, maintenance, upgrades, and modifications. Estimate 200 UTREs per year.

b. Generate associated documentation packages that include instrument operation, turnaround, test, defects, repair, and inventory. Maintain and update UTRE procedures and other supporting documentation. Estimate 15 documentation packages per year. Estimate 60 procedures per year.

c. Update the Pinger database for UTRE status, configuration, defects, and calibration monitoring. Prepare, edit, and maintain pinger documentation, projects, briefs, technical procedures and reports, and quality metrics. Estimate 300 database updates per year. Estimate 40 documents per year.

2.6 COMMON SUPPORT

2.6.1 Logistics Support and Hardware Tracking

The Contractor shall provide support for associated test and evaluation hardware and equipment for range systems, weapon systems, testing laboratories, industrial shops and production acceptance.

- a. Input and closeout, Torpedo Management Information System (TMIS) Reports to Navy wide databases (HTTDS/APCS), as needed
- b. Perform logistics operations that involve planning, coordinating, executing or evaluating the logistical actions required to support range systems, weapons system, or other designated programs as needed.
- c. Provide project acquisition support in the following capacity, following NAVSEA Instruction 4200.19A and FAR 9, subpart 9.5, potential areas of organizational and/or personal conflicts of interest:
 - Perform support on the acquisition strategy by providing an analysis on the impact of adopting a particular acquisition strategy, as needed.
 - Perform market research to develop draft acquisition documentation such as Statement of Work (SOW), specifications, data requirements, delivery schedules and similar documents, as needed.
- d. Coordinate, develop and adjust plans and schedules for the actions needed to meet each logistics requirement on time as needed.
- e. Establish, execute, and maintain systems necessary to provide adequate tracking, documentation and archival of logistical operations. Estimate 12 maintenance actions per month.
- f. Collect, input, distribute, reproduce, issue, retrieve, store, archive, purge, and maintain control of the data documents within applicable logistics and hardware tracking systems as needed.
- g. Prepare appropriate shipping documents and data documents/magnetic media/optical media for on and off-station shipments via government or commercial carriers as needed.
- h. Maintain necessary logs and records documenting logistical actions involving classified hardware. Estimate 50 records per week.
- i. Escort and/or hand-carry classified information between government facilities located at NUWCDIVKPT, Bangor Naval Station and Test Ranges as needed. Receive and maintain appropriate training and authorization to perform courier duties.

2.6.2 Quality Assurance, Training Coordination and Records Support

The contractor shall provide quality assurance support to the Test and Evaluation Department by performing various functions in ensuring that set standards and compliance standards are achieved by audits and reviews quality data according to existing documents and procedures. The contractor shall provide support for the programs within the Test and Evaluation Department that require training and training records such as core competency qualifications such as technical project manager; explosives; crane; production quality assurance inspector; program of record requirements such as MK30 and similar items.

2.6.2.1 Test and Evaluation Quality Assurance

- a. Update log and perform reviews of current quality inspection indicator devices, monthly and as needed.
- b. Review submitted project plans to the quality assurance office for completeness and assign project plan number, as needed.
- c. Support Repair Review Board (RRB) document management by assigning number and log completed RRB's, as needed.
- d. Review and update CAPA's by coordinating with points of contact, weekly.
- e. Update quad sheet and CAPA report to support department quality metrics, weekly.
- f. Perform quality walk throughs in coordination with audit schedule and/or CAPA's.
- g. Support System (Book to Floor/Floor to Book Audits) audits and reviews of Ordnance Information System (OIS) and of any explosives (including material not in OIS), as needed.
- h. Conduct crane lift observations, review crane certifications and proper handling procedures, as needed.

2.6.2.2 Training Coordination and Records Support

- a. Coordinate training for program and specific topics, quarterly.
- b. Manage, record and audit Technical Project Manager (TPM) qualifications, as needed.
- c. Manage, record and audit Shipboard Work qualifications, as needed.
- d. Review and audit Explosive Safety qualifications including board chair and board member records, as needed.
- e. Provide Quality Management System Program Management training to each division, discuss overall program needs annually.
- f. Assess the Test and Evaluation Department training needs for new and existing employees, quarterly and/or as needed.

- g. Identify internal and external training programs to address competency gaps, quarterly and/or as needed.
- h. Develop training aids such as manuals and handbooks, as needed.
- i. Track and report on training outcomes, as needed.
- j. Evaluate and make recommendations on training material and methodology, as needed.
- k. Maintain employee-training records via ASM or other methods, weekly and/or as needed.

2.6.3 Documentation, Drafting and Configuration Management Support

2.6.3.1 Word Processing of Technical Documents

Following NUWCDIVKPT range documentation guidelines, and using locally provided references, research material, format, write, edit, produce, and revise official technical documents, including Standard Operating Procedures (SOPs), Emergency Action Plans (EAPs), maintenance procedures, range operating procedures, installation procedures, Operational Acceptance Plans (OAP), test procedures and engineering reports. Formats shall be in accordance with references to be provided upon award. Estimate 110 documents per year.

Develop and provide rough draft electronic data files of all required documents using Microsoft Office or compatible software, incorporating Government-specified corrections and changes. Incorporate Government comments and provide electronic data files as finals of all documents. Supportive technical diagrams and illustrations (also using Microsoft Office or compatible software) shall be included in all documents. Estimate 250 data files per year.

a. Engineering Development Systems

Range Improvement and Modernization systems, including but not limited to Portable Range Systems, special projects documents, drawings and configuration management.

b. Range Operations Policies, Procedures, and Manuals

Including, but not limited to, on-line Range Operating Policies (ROP) and Procedures Manual, Qualifications Certification (Qual-Cert) Manual, Run Plan Development Procedure (RPDP), and the Northwest Ranges Users Guide (RUG).

c. Range Instrumentation Procedure Baseline

Update the Range Instrumentation Procedure Baseline when a change occurs to a Range Instrumentation procedure, provide a general change notification e-mail to the users of that procedure and post the updated procedure on the NW Range Procedure website.

2.6.3.2 Fleet and Range Systems Documentation Configuration Management Support

Provide engineering drawing support, configuration control, configuration management, maintenance and storage of technical documentation and guidelines associated with the System Acceptance and Operational Readiness Department. Documentation shall be provided in Range Format, when applicable. Utilize the Configuration Management (CM) – Professional (CMPRO) Enterprise data-base to track configuration management documentation. In some cases, legacy CM systems and processes may be required. Estimate 150 simple and 50 complex drawings per year.

a. Using established procedures to be provided upon award: collect, identify, catalog, file, distribute, issue, retrieve, update, scan, store, archive, purge and reproduce data, documentation, or drawings. Update CMPRO Enterprise database. Convert drawings to PDF and transfer to the Technical Data Center (TDC) for uploading to the Naval Ship Engineering Drawing Repository (NSED) database; and assign Range system drawing numbers in accordance with the NUWCDIVKPT drawing number system. Drawing numbers for Fleet Support Systems are in NAVSEA format.

Electrical packages may include (not inclusive):

1. Schematics
2. Printed Circuit Boards (PCBs)
3. PCB Artwork/Machining
 - Machining
 - Silk Screen
 - Component Layers
 - Solder Layers
4. Gerber Files
5. Library Files
6. Aperture Tables
7. Technicians' Checklist

b. Convert engineering sketches and/or non-standard drawings to NAVSEA master drawing format using established procedures to be provided upon award.

c. Using established procedures to be provided upon award prepare/ revise, reproduce and distribute Request for Change/Engineering Change Proposals (RFC/ECs), their associated Notice of Revision (NOR) or Drawing change Notice (DCN), Design Tryouts (DTO), and Variances for engineering

documentation. The redlined documents will be provided to the Contractor's inbox for assembly of the change packages.

d. In accordance with established procedures to be provided upon award, revise/finalize configuration controlled engineering documentation in accordance with the System Engineer (SE) and cognizant manager approved RFC/ECP/NORs/DCNs. Upon NOR/DCN incorporation and approval update the CMPRO Enterprise database with the revised or new drawings, release any pending action and update the disposition or status for the change.

e. Store Fleet System unclassified RFC/ECP/NORs/DCNs, Variances and Temporary Alteration/Ship Alteration (TEMPALT/SHIPALT) records in the CMPRO database. Archive electronic master and the associated PDF files on a Government furnished and controlled server.

f. In accordance with NAVSEA TEMPALT guidance and Government Furnished Information (GFI) provided by a TI Letter, prepare TEMPALT/SHIPALT packages. Provide a weekly TEMPALT/SHIPALT progress status in CMPRO for any active TEMPALT/SHIPALT to include ship name and hull number and accomplishments and outstanding issues.

2.6.3.3 Engineering Drawing Creation and Maintenance

Using established local procedures and references to be provided upon award; prepare and maintain engineering drawings to document new and existing Range System assets using best commercial practices. Create new engineering drawings using Government-supplied software and hardware. Drawings will be developed that are compatible with the NUWC DIVKPT Range documentation system. Estimate 150 simple and 50 complex drawings per year.

2.6.4 Equipment and Media Destruction Support

2.6.4.1 Demilitarize computer and other related hardware prior to disposal. The contractor will collect hardware, demilitarize/disassemble in accordance with local processes and higher-level guidance. This includes preparation of documents required to turn related hardware over to Fleet Logistics Support – Puget Sound. Contractor will also maintain Government database of pre-disposal and disposal actions. Estimate 15 pieces per week. Estimate 110 database updates per quarter.

2.6.4.2 Manage mass-storage media destruction for the Test and Evaluation Department in the Pacific Northwest geographical area. The Government will provide the contractor with mass-storage media that is identified by the Government as excess. The contractor will mark excess equipment in accordance with local instruction, maintain Government receipt log and database, manage inventory. The contractor shall either ship equipment to a certified destruction facility or destroy equipment on-site per local and higher level guidance as determined by Government. The contractor will also maintain a local database of the above actions. Estimate 10 pieces collected per week. Estimate 15 inventory actions per week. Estimate 150 pieces shipped or destroyed per year. Estimate 10 database updates per week.

3.0 PERFORMANCE REQUIREMENTS SUMMARY

The Performance Requirements Summary table below identifies the mission critical items for performance under this contract. Only performance deficiencies that are directly attributable to contractor error are considered when measured against the performance threshold.

Table 2-2: Performance Requirements Summary

Required Services	Performance Standard		AQL	REF	CDRL	Method of Surveillance
1. Management Support	For minor/simple support issues addressed within one (1) day of notification	PM Response	95%	PWS 2.1, 4.0	N/A	File review or audit submitted documents
	For major/complex support issues causing a work stoppage for the government a correction action plan implemented within five (5) working days of notification.					
	Contractor adheres to a management plan as outlined based on task order requirements and planning meetings.	Management Plan	90%	PWS 2.1, 3.0, 4.0	N/A	COR performs random reviews and observations of contractor's adherence to the management plan.
2. Monthly Status Report	Reports accurately depict current status.	PM Report	95%* Data Accuracy 95% On-Time Yes/No/ NA	PWS 2.1, 4.0	A001	File reviews, periodic inspections and random observations.
	Reports submitted NLT the 10th of each month.	PM Report				
	*Errors corrected to 100% accuracy within 5 days of notification					
3. Funds and Man-Hours Expenditure Report	Report submitted NLT Wednesdays, bi-weekly.	Financial	95% On-Time	PWS 2.1, 4.0	A002	COR performs a review upon receipt of each bi-weekly submittal

	Contractor will perform requirements of the PWS within current funding level. Also, maintain and provide accurate financial records of the current status.	Financial	98%* Accuracy			
	The bi-weekly expenditure reports will show funding level and labor hour details and summary by project and functional area.	Financial	95%* Accuracy			
	* Errors corrected to 100% accuracy within 5 days of notification		Yes/No/ NA			
4. Certifications and Licenses	No work days lost due to lapsed license, certification or qualification.	Cat III Crane	Yes/No	PWS 2.3, 2.4, 2.5, 4.0, 5.3	A003	Periodic inspections, random observations or customer complaint
		Forklift License				
		Ammo 51 and 62				
		Cyber Security				
		Motorboat Operator Certification				
		Soldering				
		Respirator				
5. Government Furnished Equipment (GFE)	Report kept accurate with information and submitted when updated.		95%* accuracy	PWS 5.7, 4.0	A004	Periodic inspections, random observations or customer complaint
	* Errors corrected to 100% accuracy within 5 days of notification		Yes/No/ NA			
6. Range Operations Systems Testing Support	Tasking deliverables meet project requirements.		95% Accuracy	PWS 2.3	N/A	Periodic inspections, random observations or customer complaint.
	Tasking is completed to meet project schedules without government covering tasks.		95% On-Time			Test schedules or customer complaint
7. Environmental and Failure Analysis Testing Support	Tasking deliverables meet project requirements.		95% Accuracy	PWS 2.4	N/A	Periodic inspections, random observations or customer complaint.
	Tasking is completed to meet project schedules without government covering tasks.		95% On-Time			Customer complaint
8. Industrial Support	Tasking deliverables meet project requirements.		95% Accuracy	PWS 2.5	N/A	Periodic inspections, random observations or customer complaint.
	Tasking is completed to meet project schedules without government covering tasks.		95% On-Time			Test schedules or customer complaint

9. Common Support	Tasking deliverables meet project requirements.	95% Accuracy	PWS 2.6	N/A	Periodic inspections, random observations or customer complaint.
	Tasking is completed to meet project schedules without government covering tasks.	95% On-Time			Customer complaint

4.0 REPORTING REQUIREMENTS

The contractor shall submit the CDRLs identified in Section J. Table 4-1 provides a list of the CDRLs for this task order.

Table 4-1: CDRLs

L	CDR	Description	Requirement	Submission Due
	A001	Monthly Reports -PM Monthly Status Report -Overtime Report	PWS 2.1, 3.0	NLT 10 th of each month
	A002	Bi-Weekly Financial Depletion Report - Financial 1: Report - Financial 2: Report	PWS 2.1, 3.0	- Financial 1: Report NLT 2nd Wed - Financial 2: Report NLT 4th Wed
	A003	Certifications and Licenses	PWS 2.3, 2.4, 2.5, 3.0 & 5.3	Maintained up-to-date
	A004	GFE Report	PWS 5.7, 3.0	Maintained up-to-date

5.0 GENERAL INFORMATION

5.1 Deliverables and Digital Data Management

All data generated in the performance of PWS requirements and system database updates is the sole property of the Government. Data files generated under this contract may not be transferred to 3rd parties, or disseminated or used for any purpose other than as required for contract performance. The Government reserves the right to review all data associated with and developed for this task order. The Contractor shall be responsible for the digital generation, reception and electronic delivery of data. All data shall be developed, managed, used, and exchanged electronically to the greatest extent practicable. The contractor shall maintain compatibility with the internet browser, electronic mail (e-mail), and software used by NUWCDIVKPT throughout the life of the task order. NUWCDIVKPT is on Navy Marine Corps Intranet (NMCI) and runs Microsoft Office products and Adobe Acrobat. Controlled unclassified information (CUI), as defined in DD Form 254, transmitted via e-mail must be encrypted to the current DoD/DON standard employing public key infrastructure (PKI) credentials.

5.1.2 Electronic Transmission from External (Non-Navy) Systems and Networks

Submittals requiring review shall have an electronic comment form attached. Alternatives to electronic deliveries include CD/DVD deliveries as may be directed in a TI or elsewhere in this PWS.

5.1.3 Classified Data Transmission

Classified data shall not be transmitted electronically on unclassified networks.

5.1.4 Delivery

Items submitted electronically shall be considered delivered when they are successfully transmitted and received. Items not delivered electronically shall be delivered using best commercial practice.

5.1.5 Electronic Mail

The Government will provide the Contractor with user accounts on the Government's electronic mail system to facilitate Contractor's performance under this PWS. The Contractor shall comply with applicable site instructions regarding the use of electronic mail. E-mail shall be used to facilitate the transfer of unclassified data only. Use of e-mail shall not relieve the Contractor from compliance with other areas of this task order requiring other types of communication. No communication via e-mail can change the scope of this task order. All emails containing FOUO material or attachments with FOUO material must be digitally signed and encrypted when transmitted within a Navy network or to an approved contractor email address. Transmission of FOUO material (or any CUI) to personal email accounts (e.g. Yahoo, Hotmail, Gmail, etc.) is strictly prohibited. FOUO material sent out of the contractor's facility electronically must be encrypted (DoD FIPS 140-2 standard). FOUO material shall not be released outside the contractor's facility except to representatives of DoD. When no longer needed, destroy FOUO material by a method that precludes its disclosure to unauthorized individuals.

5.2 Project Management

The Contractor shall designate a Project Manager (PM) with a Management skill set to be on-site during the working hours specified in paragraph 5.13, Monday through Friday. The PM shall be the central point of contact with the Government for performance of all work under this contract. The Contractor shall designate an alternate PM or task lead during the PM's absence. The Contractor shall notify the Contracting Officer's Representative verbally, if

possible, and by email of unresolved disputes in receiving support from, or providing support to, customers within two hours from the time the dispute occurs.

5.3 Contractor Employees

The Contractor shall provide capable personnel necessary to accomplish all contract work and services within the Government specified performance parameters and timeframes. It is the Contractor's responsibility to ensure that their employees are able to access the required support locations. It is not the Government's responsibility to develop private Contractor employees. The Contractor shall provide personnel with qualifications, necessary licenses, certifications, physicals, training, experience levels, and security clearances that are required, including all those required by Federal, State, and local laws and regulations. The Contractor will provide training opportunities, when necessary, to maintain Contractor capabilities/skills to coincide with changing technology environments. When Contractor personnel changes occur, it is the Contractor's responsibility to develop, update, and train the incoming personnel to effectively perform the assigned tasking.

The Contractor shall ensure that task performers are trained, qualified, certified, or licensed as required by this contract prior to starting work. The Contractor shall ensure that all training, licenses, and certifications remain current. The Contractor shall maintain records of training qualifications and certifications. If there appears to be a deficit in levels of competency or training of Contractor personnel, the COR will notify the Contractor's PM and the Contractor will have three working days to provide the COR with an acceptable solution. The Contractor is responsible for ensuring that all personnel employed for this task order are given a copy of the PWS. (CDRL A003, DI-MISC 80678)

The Contractor is responsible for ALL costs associated with obtaining necessary qualifications, licenses, certifications, training, physicals, and security clearances that are commercially available. Commercially available training is defined as training that is available to the general public. In the event that a onetime training event is required, or that training specific to the Government that cannot be obtained commercially is required, a Technical Instruction Letter will be issued to the Contractor.

The Government will only provide training to Contractor personnel for NUWCDIVKPT specific applications and as otherwise noted in the PWS. Only the cost of labor hours for training required by the Government will be paid by the Government. The cost of labor hours for training requested by the Contractor shall be paid by the Contractor.

The Contractor is solely responsible for ALL costs associated with hiring and relocating their personnel in all primary task locations. If required, relocation of personnel will be at the sole cost of the Contractor.

5.4 Mandatory Training

The Government requires embedded Contractors to participate in certain mandatory training requirements. It is the responsibility of the Contractor to ensure that these training requirements are met and properly reported to the COR. Examples of mandatory training include, but are not limited to, Personally Identifiable Information (PII), Information Assurance, Antiterrorism briefing, OPSEC, and Trafficking in Persons basic awareness training. In addition to the mandatory training requirements required for embedded Contractors, there may be other mandatory training requirements required for each specific task area. It is the responsibility of the Contractor to ensure task specific training is met within timelines specified IAW with local procedures or as directed. When travelling to foreign countries, it is the responsibility of the Contractor to ensure that all required training is accomplished. Contractor personnel with a common access card (CAC) shall obtain accounts in the Total Workforce Management System to access available training. There may be instances where Contractor personnel may be required to access Workforce Development System (WDS) to take the training.

5.5 Standards of Conduct

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, and integrity and shall be responsible for taking such disciplinary action with respect to their employees as may be necessary. Each employee shall adhere to standards of behavior that reflect credit on himself/herself, his/her employer, and the Federal Government. The Government may require transfer/removal from this contract any employee who is identified as a potential threat to the health, safety, security, general well-being or operational mission of the facility or its population.

5.6 Government Furnished Property and Services

The Government will provide the Contractor access to Government workspaces, workstations, equipment, documentation and information necessary for work item performance, that are located at NUWCKPT.

5.6.1 When it is determined to be advantageous to supply Government furnished material (GFM) or Government furnished equipment (GFE) for Contractor use, the GFM/GFE will be transferred to the Contractor and returned to the Government via a DD1149. A Government signature is required on the DD1149 upon return, and a copy shall be provided to the Government Property Administrator (GPA).

5.6.2 Government equipment, software, systems, and services made available to the Contractor shall only be used for official use that is directly related to the performance of work under this PWS. The Contractor shall comply with the following guidelines in which the term "PCs" pertains to both desktop and laptop computers:

- Connection to privately owned PCs to a Government network is prohibited.
- Connection of privately owned handheld computing devices to Government PCs is prohibited.

5.6.3 At this time, no GFE/GFM/GFI has been identified for transfer.

The contractor shall provide up to date reporting of the status of the current GFE/GFM/GFI. See paragraph 4.0 Reporting Requirements. (CDRL A004, DI-MGMT-82173T)

5.7 Contractor Furnished Material

Contractor furnished materials are anticipated under this task order. When required, it will be limited to consumable items and minor support or repair items. Items over \$3500 shall be identified to the COR prior to purchase and directed for purchase via a TI letter. Receipts shall be provided to the COR with the associated invoice. Material procured by the Contractor in performance of this contract shall be transferred using a DD1149 within the timeframes for project efforts of a task deliverable or for items used by the Contractor to support the length of the contract, no later than 10 calendar days after

completion of the period of performance of this contract.

5.8 Vehicles

At this time, vehicles are not a requirement to perform this task order.

5.9 Environmental Compliance Requirements

The Contractor shall comply, and ensure that all subcontractors comply, with all applicable environmental federal, state, and local laws and regulations and Navy policies, instructions, and plans. The contractor shall comply with all federal, state, local and Navy environmental compliance training requirements. The contractor shall comply with all environmental regulatory agency permit conditions and consultation requirements. The contractor shall be solely liable for all of their Notice of Violations (NOV), fines, penalties, and corrective actions imposed by federal, state or local environmental regulatory agencies due to the contractor's failure or inability to comply with environmental requirements. The contractor shall provide verbal notification to the COR and the Government Program Office within 24 hours of receiving a NOV or equivalent followed by written notification within three (3) workdays of receiving a NOV.

The below link is a reference for Contractors Guide to Environmental Compliance.

https://www.navsea.navy.mil/Portals/103/Documents/NUWC_Keyport/ContractorsGuideEnvComplianceRev12-2011.pdf

5.9.1 Hazardous Waste and Material Control /Handling

The contractor shall comply with all Navy instructions applicable, e.g., OPNAVINST 5090.1(Series) Environmental Readiness Program Manual, OPNAVINST 5090.1D Environmental and Natural Resources Program Manual as well as local station instructions where the operations are conducted.

The below link is a reference for Environmental Readiness Program OPNAV Instruction 5090.1D

<https://www.navsea.navy.mil/Portals/103/Documents/SUPSALV/Environmental/OPNAVINST%205090-1D.pdf>

5.10 Safety

The contractor shall comply with all applicable federal and state laws, regulations and management plans and requirements regarding occupational safety and health. In the event that safety laws, regulations or requirements change during the term of the contract, the contractor is required to comply as such laws come into effect. While working on Government facilities the contractor shall follow all local regulations and guidance for workplace safety including electronics, explosives, crane, and Electrostatic Discharge (ESD) requirements. The contractor shall adhere to industry safety standards, material safety data sheets (MSDS) for handling hazardous material and local guidance on cleanliness of the work area. Work to be performed under this contract must be accomplished in accordance with safety and health standards and directives pursuant to the Occupational Safety and Health Act of 1970, Public Law 91-596.

The below link is a reference for OSH Act of 1970

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=OSHACT&p_id=2743

General information for Contractors; including a short list of references, in the 'Occupational Safety and Health Booklet for Contractors and Visitors' is available from the Safety Department

The below link is the reference for Safety Requirements for Contractors and Subcontractors

http://www.navsea.navy.mil/Portals/103/Documents/NUWC_Keyport/ContractorSafetyManual2013RevM.pdf

Contractors who are required to walk through industrial shop areas outside delineated safety lanes are required to wear safety shoes that meet the requirements of ASTM F2413, "Performance Requirements for Protective (Safety) Toe Cap Footwear," for compression and impact. The Government shall provide necessary personnel protection equipment.

5.11 Quality

The Contractor shall establish, plan, develop, document, implement and maintain a quality system that ensures the product or services conform to the specified contract technical requirements. The Contractor shall maintain an inspection system to maintain quality that ensures the products or services conform to the specified contract technical requirements as defined in the PWS. The Contractor shall implement procedures to identify and prevent defective services from recurring.

5.11.1 Quality Control

The Contractor is solely responsible for the quality of services provided. The Contractor is also liable for Contractor employee negligence and any fraud, waste or abuse. As part of Program Management, the Contractor shall utilize a Quality Control Program to ensure that services are completed in accordance with acceptable principles of internal control, and meet specified, acceptable levels of quality. The operation of the Quality Control Program must be documented, maintained, and made available to the Contracting Officer's Representative (COR) upon request. At a minimum, the Contractor's Quality Control Program shall include an internal quality control and inspection system for required services. The job titles and organizational positions of the individuals who will conduct the inspections must be specified. There shall be a method to identify deficiencies in services that may occur and procedures to correct any deficiency in services that may occur. There shall be a file of information regarding inspections and other quality and internal control actions that documents the purpose of the inspection, the results of the inspection and any corrective action taken as a result of the inspection. Upon request, this file shall be made available to the Government during the period of performance.

5.11.2 Quality Assurance

Using the Quality Assurance Surveillance Plan (QASP), the Government will monitor the contractor's performance and reserves the right to review services to be provided, including those developed or performed at the Contractor's facilities, to determine conformance with performance and technical requirements. The contractor, not the Government, is responsible for management and quality control actions to meet the terms of the contract. Government quality assurance will be conducted on behalf of the Contracting Officer. The COR will be appointed to coordinate the overall quality assurance

of technical compliance.

5.12 Hours of Operation

Normal hours of operation at NUWCDIVKPT are from 0700-1530 Pacific Time Monday through Friday, except Federal holidays. Alternate work schedules used by the Contractor must not negatively impact contract deliverables or project schedules. Overtime will be coordinated with the COR and a TI letter will be issued to define the number of hours, applicable subtask work element, and start and end dates. The contractor shall issue an overtime report to the COR monthly indicating total overtime used in the previous month, PWS category supported, and Line of accounting charged.

For work performed not a NUWCKPT, the Contractor shall ensure that employees are available to work on flexible work schedules, as such work coincides with US Navy Fleet trial schedules and may include weekends and holidays due to weather and ship schedules. Historically, work schedules while conducting trials have been 8-12 hour days in length.

NUWCDIVKPT is normally closed between 25 December and 1 January each year. Contractor personnel that typically perform on-site services at NUWCDIVKPT will be expected to not work on-site at NUWCDIVKPT during this time frame.

5.13 Early Dismissal and Closure of Government Facilities

Delayed Opening, Early Dismissal and Closure of Government Facilities. When a Government facility has a delayed opening, is closed or Federal employees are dismissed early (due to severe weather, security threat, security exercise, or a facility related problem) that prevents personnel from working, onsite contractor personnel regularly assigned to work at that facility shall follow the same reporting and/or departure directions given to Government personnel. The contractor shall not direct charge to the contract for such time off, but shall follow parent company policies regarding taking leave (administrative or other). Non-essential contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they should go/stay home or report to another company facility. Subsequent to an early dismissal, delayed opening, or during periods of inclement weather, onsite contractors should monitor the OPM website as well as radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat, or a facility related problem), on site Contractors, who work in unclassified spaces, will continue working established work hours or take leave IAW parent company policy. On site Contractors who work in classified spaces can continue working if a Federal employee is present in the space. Those Contractors who do not take leave shall not direct charge the non-working hours to the task order.

The Contractor is responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, or closings IAW the FAR, applicable cost accounting standards, and company policy. The Contractor shall also address the company's work schedule and timekeeping policies which should include timekeeping policies while on travel and underway.

5.14 Security Requirements

CONTRACT SECURITY REQUIREMENTS

The Contractor shall follow the below directives.

5.14.1. Cybersecurity Directives:

- (a) DoD Instruction 8500.01, Cybersecurity
- (b) DoD Directive 8140.01, Cyberspace Workforce Management
- (c) DoD Manual 8570.01-M, Information Assurance Workforce Improvement Program, Change 4
- (d) SECNAV Instruction 5239.20, DON Cybersecurity/Information Assurance Workforce Management, Oversight and Compliance
- (e) SECNAV M-5239.2, DON Information Assurance Workforce Management Manual
- (f) SECNAV Instruction 1543.2 Cyberspace/Information Technology Workforce Continuous Learning

5.14.2 Industrial Security Directives:

- (a) DoD 5220.22-M Change 2 (CH 2), National Industrial Security Program Operating Manual (NISPOM)
- (b) DOD 5220.22, Volume 2 National Industrial Security Program
- (c) DoDI 5220.22 Change 1 (CH1), National Industrial Security Program (NISP)

5.14.3 Information Security Directives:

- (a) DoDM 5200.01 Vol. 1-3, DoD Information Security Program
- (b) DoDI 5200.48 Controlled Unclassified Information
- (c) SECNAV M-5510.36B, DON Information Security Program
- (d) NAVSEAINST 5510.1C, Security Program Instruction

5.14.4 Privacy Act/PII Directives:

- (a) OMB M-17-12, Preparing for and responding to a breach of Personally Identifiable Information
- (b) DoDD 5400.11, DOD Privacy Program

(c) SECNAVINST 5211.5E, Department of the Navy (DON) Privacy Act (PA) Program

(d) NAVSEAINST 5211.2B, Naval Sea Systems Command Privacy Program

5.14.5 Communications Security Directives:

(a) DOD Instruction 8523.01, Communications Security (COMSEC)

(b) CNSSI 4005, Safeguarding Communication Security (COMSEC) Facilities and Materials

5.14.6 Personnel Security Directives:

(a) DoD Instruction 5200.02 Change 1, DoD Personnel Security Program

(b) SECNAV M-5510.30C, DON Personnel Security Program

5.14.7 Operations Security Directives:

(a) DoDDIR 5205.02E, DoD Operations Security (OPSEC) Program

(b) SECNAVINST 3070.2, DON Operations Security (OPSEC) Program

(c) OPNAVINST 3432.1A, Operations Security

(d) NAVSEAINST 3432.1A, NAVSEASYSCOM Operations Security Policy Instruction

(e) NAVSEAINST 2200.1, NAVSEASYSCOM Photographic, Audible Recording and Portable Electronic Devices Policy

5.14.8 Physical Security Directives:

(a) DoD 5200.08-R, CH 1, Physical Security Program

5.14.9 Common Access Card (CAC) Directives:

(a) DoD Manual 1000.13, Volumes 1-2, DoD Identification (ID) Cards

(b) DoD Instruction 5200.46, CH1, DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card

(d) FIPS Publication 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

(e) CNO Ltr Ser N09N2/11U213200, DON Implementation of Homeland Security Presidential Directive

5.14.10 Homeland Security Presidential Directive (HSPD-12) requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006-DoD Implementation of HSPD-12 dated November 26, 2008 (or its subsequent Department of Defense instruction) directs implementation of HSPD-12. This section is in accordance with HSPD-12 and its implementing directives.

Contractors performing on NUWC DIVKPT/Naval Sea Logistics Center (NAVSEALOGCEN) contracts are required to successfully obtain and maintain (to include periodic reinvestigations) background investigations and clearances (if required) commensurate to contractor work performance and/or environment. Contract personnel investigation and adjudication records are subject to oversight by the Security Manager (SM) via the establishment of a "servicing" relationship with the records in the Joint Personnel Adjudication System (JPAS), Department of Defense (DoD) system of record for personnel security management. Contractor personnel unable to successfully obtain or maintain the appropriate investigation or necessary clearance shall immediately, upon notification from Facility Security Officer (FSO), will vacate the installation or performance location. The Contracting Officer, the COR, and the Security Contracting Officer shall be notified of any such vacancy.

5.14.11 APPLICABILITY

These security requirements apply to contractor employees requiring physical access to any area of a federally controlled installation, facility or activity and/or requiring access to a Department of Navy (DON) or DoD computer/network/system to perform certain unclassified sensitive duties. These security requirements also apply to contractor employees who access Privacy Act Information of 1974, as amended in 5 U.S.C. 552a, and provide support associated with performing duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible Facility Security Officer/Representative of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a government site location and/or requires access to a DoN computer/system under this contract, is required to obtain a DoD CAC. Additionally, depending on the level of computer/network access, the contractor employee will require a successful background investigation as detailed below.

5.14.12 ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled installation, facility, or activity under this section and who require access to a DoN Information Technology (IT) system will require a DoD CAC. When access to a military installation, facility or activity is required contractor employees shall in-process with the Command Security Manager upon arrival to the Command, and shall out-process prior to their departure at the completion of the individual's performance under the contract.

The contractor shall provide a personnel roster of all Prime and Subcontractor personnel and submit to the COR and Security Contracting Officer via e-mail no later than 30 business days following award which shall be updated monthly and when changes occur.

Access to Government facilities/installations is at the discretion of the Government. The Government reserves the right to rescind access at any time. In each instance when contractors are terminated, separated or the contract is at the end date, the Contractor Manager or FSO shall ensure the prompt

return of any issued items to the Government issuer (e.g. Government property, Government-owned keys, CACs, and/or issued identification picture badges).

5.14.13 ACCESS TO DOD INFORMATION TECHNOLOGY SYSTEMS

In accordance with SECNAV M-5510.30C, contractor employees who require access to DoN or DoD networks are categorized as one of three levels. Critical Sensitive which is the Highest level designated and may have Privileged Access (PA), Non-critical sensitive, or designated as Non-sensitive. Critical and Non-Critical Sensitive, defined in detail in SECNAV M-5510.30C, includes positions which require access to information protected under the Privacy Act or other controlled unclassified information (CUI).

All contractor employees under this contract who require access to Privacy Act or CUI protected information are therefore categorized no lower than Non-Critical Sensitive. Non-Critical Sensitive positions are determined by the requiring activity's Command Information Systems Security Manager (ISSM).

Contractor employees requiring PA or Critical Sensitive level access, (when specified by the terms of the contract) require a fully adjudicated T5/T5R (or SSBI/SBPR) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC/T3) described below.

Due to the privileged access (PA), a SSBI/T5 suitable for high risk public trust positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) identified by the ISSM will be required to complete all mandatory training prior to accessing or operating a DoN/DoD IT system.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Command Security Manager and ISSM upon arrival to the Command, and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; block 16 shall be signed by the COR or Contracting Officer.

The SAAR-N shall be forwarded to the Command Security Manager to allow a seven (7) day processing timeframe prior to the individual's start date. Failure to provide the required documentation in the specified amount of time may result in delaying the individual's ability to perform tasks related to computer access, and thus their ability to perform under this contract.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Facility Security Officer (FSO) shall contact the Command Security Manager for guidance when reinvestigations are required.

5.14.14 INTERIM ACCESS

The Command Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network at the Non-Critical level or below upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. If the final results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contracting company of their responsibility to provide appropriate personnel.

5.14.15 DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this section including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract.

Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this section in all subcontracts when the subcontractor is permitted to have classified/unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

The Contractor FSO shall report reportable derogatory contractor information and behaviors that bring into question an individual's trustworthiness, judgment, and reliability to protect classified information to the Department of Defense Central Adjudication Facility (DoD CAF) via a JPAS incident report in accordance with the National Industrial Security Program Operating Manual (NISPOM). Contractor shall also notify the Contracting Officer, COR, and Security Contracting Officer of such information or behavior. Upon receipt of derogatory information, the Contracting Officer will consult with the Commanding Officer and Security Manager to determine based on the facts, whether a contractor's continued access to classified material, IT system, or government facility is in the best interest of the government. All contractor performance issues associated with the contract will only be addressed to the contracting company by the Contractor Officer.

Access to Government facilities/installations is at the discretion of the Government. The Government reserves the right to rescind access at any time. In each instance when contractor employees are terminated, separated or the contract is at the end date, the Contractor Manager or FSO shall ensure the prompt return of any issued items to the Government issuer (e.g. Government property, Government-owned keys, CACs, and/or issued identification picture badges).

Standards for Wearing CACs/Badges. Contractor employees who have been issued CACs and/or badges shall wear them at all times on outer garments above the waist and removed when exiting the installation. CACs or badges shall not be worn outside the installation nor used as personal identification.

5.14.16 CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Facility Security Officer (FSO). Within three workdays after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, Email address and phone number for the Contractor's FSO. The Contractor's FSO shall be the primary point of contact on any security matter. During contract performance, the Contractor's FSO shall not be replaced or removed without prior notice to the Contracting Officer and Security Contracting Officer.

5.14.17 BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

The Command security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. The Command recognizes contractor employees under this contract as Non-critical Sensitive when the contract scope of work requires physical access to a federally controlled installation, facility, or activity and/or requiring access to a DoD computer/network, to perform unclassified but sensitive duties. At a minimum, each contractor employee must be a US citizen and a favorably completed T3/NACLC to obtain a favorable determination for assignment to a Non-Critical sensitive position. The T3/NACLC consists of a standard NAC and FBI fingerprint checks plus law enforcement checks and credit check. Each contractor employee filling a Non-Critical Sensitive position is required to have completed:

1. SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
2. Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission with a Favorable result)
3. Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required ensuring investigations remain current (not exceeding 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements, ALL contractor employees shall in-process with the Command Security Manager upon arrival to the organization, and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Command ISSM. Completion and approval of a SAAR-N form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Command Security Manager at least 7 days prior to the individual's start date. Failure to provide the required documentation at least 7 days prior to the individual's start date may result in delaying the individual's start date.

Contractor employees shall accurately complete the required investigative forms prior to submission to the Command Security Manager. The Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Command Security Manager may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Command is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Command Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON CAF for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) to Security Managers Office (SMO) 655384, or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Command will take a JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

5.14.18 Command All Shred Policy

Contractor shall dispose of all unclassified paper whether generated within or received from outside sources through shredding or placement in a command designated shred bin on a daily basis to eliminate unauthorized disclosure of Privacy Act, PII, FOUO information, or other types of CUI. This includes but is not limited to reports, briefings, meeting notes, memos, sticky notes, user manuals, working papers, and operating instructions. Newspapers, magazines, and shipping/laminated paper can be placed in recycle bins only. Brown paper bags (burn bags) and recycle bins are not authorized for storing or accumulation of unclassified office paper.

5.14.19 General Security Requirements

Contractor employees embedded in government work spaces will be included in the command security education program per SECNAV M-5510.36 (11-4.2.a) and must complete prescribed DoD/DoN training requirements. Subcontracting. Contractor shall immediately notify the Contracting Officer and Security Contracting Officer prior to subcontracting and submit a copy of the sub-contract DD254 if applicable.

Security Inspections. Command security inspections shall occur annually and the Department Heads and CORs shall be informed of inspection results. Security inspections will include all embedded contractor personnel working in government facilities. Unannounced security spot-checks of departments shall occur throughout the year and are at the discretion of the Government. Foreign Interests. Contractors with defined Foreign Interests (a Facility that is owned, controlled, or influenced by foreign interests) will ensure adherence to DoD and DON regulations, directives and policies. Full disclosure to the Contracting Officer, COR, and Security Contracting Officer is required.

5.15 Annual Travel Requirements

All travel must be approved in advance by the COR via TI letter. Travel to foreign countries may also be required. All travel will be in accordance with the Joint Travel Regulations (JTR). Should the need arise in such a manner that written authorization is not possible, a verbal authorization may be obtained from the Contracting Officer to be followed up in writing within 3 working days.

Local travel, as well as Canada and the Continental United States, will be required in the performance of this contract. Travel to foreign countries may also be required. If travel, domestic or overseas, is required, the Contractor shall be responsible for making all needed arrangements for its personnel. This includes medical examinations; immunizations; passports, visas, and security clearances and other pertinent actions required to travel, for example not having a record of civil infractions or driving convictions. If any work will take place on a U.S. Navy vessel, the Contractor shall obtain boarding authorization for all Contractor personnel from the Commanding Officer of the vessel. Authorization shall be obtained prior to boarding. Underway support may be required and shall be in compliance with all applicable guidance.

There may be situations where Contractor employees and Government employees travel together in Government vehicles, or in vehicles rented by the Government under the terms of the U.S. Car Rental Agreement (currently available at <https://www.defensetravel.dod.mil/Docs/CarRentalAgreement.pdf>) the Government has with various rental car companies. In such situations, Contractor employees may only be passengers (not drivers) in such vehicles. If a Contractor employee is a passenger in a Government vehicle or a vehicle rented by the Government, it would be on a "no additional cost to the Government" basis. If a Contractor employee is a passenger in a Government vehicle, the Contractor shall indemnify and hold the Government harmless

from all liability resulting from the following, but not exclusively: personal injury or death or damage to all or any property, which may occur as a result of such joint travel. When a Contractor is a passenger in a vehicle rented by the Government, liability would be limited to the terms set out in the U.S. Car Rental Agreement in effect at the time of any incident.

Estimates for travel are as follows:

Table 5-1: Travel Requirements Per Year

Travel to foreign countries may also be required. All travel will be in accordance with the Joint Travel Regulations (JTR). For proposal purposes, travel is assumed to originate from Keyport, WA. Estimates for travel are as follows:

Destination	Number of People	Duration In Days	Number of Trips	Mode
NanOOSE, CAN	4	5	20	POV
NanOOSE, CAN	2	3	5	POV
Halifax, Nova Scotia, CAN	1	10	1	AIR
Dabob, WA	3	1	12	POV
Hillsboro, OR	1	3	2	POV

6.0 PROHIBITION OF PERSONAL SERVICES

The use of a SEAPORT NxG Task Order to satisfy this requirement is in the best interest of the Government, economic and other factors considered, and this task order is not being used to procure personal services which are prohibited by FAR Part 37.104 titled Personal Services Contract. The contractor is specifically prohibited from performing functions, which are defined as inherently Governmental functions (See FAR 7.503) and require performance by Government employees in order to retain essential control and responsibility.

This order is for "non-personal services" as defined in FAR 37.101. It is, therefore, understood and agreed that the contractor and/or the contractor's employees and subcontractors: (1) shall perform the services specified herein as independent contractors, not as employees of the Government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, or financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the services specified; but (4) shall, pursuant to the Government's right and obligation to inspect, accept, or reject the work, comply with such general direction of the Contracting Officer, or the duly authorized representative of the Contracting Officer, as is necessary to ensure accomplishment of the contract objectives.

The Contractor is solely responsible for the control and supervision of contractor personnel. This includes contractor employee leave and timekeeping issues. The contractor is responsible for properly training its employees before they commence work to recognize the scope of their duties. Contractor personnel must be qualified to perform the duties of their assigned labor classifications at the beginning of the task order.

Although the Department of Labor SCA Labor Classification descriptions may include references to supervision or supervisory responsibility, it is an overarching requirement of the contract that only contractor employees shall supervise other contractor employees. In no instance shall a contractor employee supervise a Government employee nor shall any Government employee be a supervisor of a contractor employee.

All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public or Congress that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

7.0 TRANSITION

The contractor shall provide transition services. Transition services shall be limited to only those services required to prepare for full performance of services. The Government will provide task familiarization training for tasks. The transition shall be for a period of (2) two weeks.

QUALIFIED U.S. CONTRACTORS FOR EXPORT-CONTROLLED TECHNICAL DATA

(a) By Department of Defense (DOD) Directive 5230.25 (hereinafter referred to as "the Directive"), a program was established to allow Qualified U.S. Contractors to obtain export-controlled technical data under certain conditions. A "Qualified U.S. Contractor" is a private individual or enterprise (hereinafter described as a "U.S. Contractor") that, in accordance with procedures established by the Under Secretary of Defense for Research and Engineering, certifies, as a condition of obtaining export-controlled technical data subject to the Directive from the Department of Defense, that:

- (1) The individual who will act as recipient of the export-controlled technical data on behalf of the U.S. Contractor is a U.S. citizen or a person admitted lawfully into the United States for permanent residence and is located in the United States;
- (2) Such data are needed to bid or perform on a contract with the Department of Defense, or other U.S. Government agency, or for other legitimate business purposes in which the U.S. Contractor is engaged, or plans to engage. The purpose for which the data are needed shall be described sufficiently in such certification to permit an evaluation of whether subsequent requests for data are related properly to such business purpose.
- (3) The U.S. Contractor acknowledges its responsibilities under U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license prior to the release of technical data within the United States) and agrees that it will not disseminate any export-controlled technical data subject to the Directive in a manner that would violate applicable export control laws and regulations.
- (4) The U.S. Contractor also agrees that, unless dissemination is permitted by the Directive, it will not provide access to export-controlled technical data subject to the Directive to persons other than its employees or persons acting on its behalf, without the permission of the DOD component that provided the technical data.

(5) To the best of its knowledge and belief, the U.S. Contractor knows of no person employed by it, or acting on its behalf, who will have access to such data, who is debarred, suspended or otherwise ineligible to perform under U.S. Government contracts; or has violated U.S. export control laws or a certification previously made to the Department of Defense under the provisions of the Directive.

(b) Private individuals or enterprises are certified as Qualified U.S. Contractors by submitting a DD Form 2345 to U.S./Canada Joint Certification Office, Defense Logistics Information Services, Federal Center, 74 Washington Avenue, North, Battle Creek, MI 49017-3084.

(c) Canadian Contractors may be qualified in accordance with the Directive for technical data that do not require a license for export to Canada under section 125.12 of the International Traffic in Arms Regulations and sections 379.4(d) and 379.5(e) of the Export Administration Regulations, by submitting an equivalent certification to the DLSC.

ACCESS TO GOVERNMENT INFORMATION SYSTEMS

Ref: SECNAV M-5510.30, Department of the Navy Personnel Security Program

Personnel accessing Government information systems in the performance of contract work require a favorably adjudicated personnel security investigation, whether or not an actual security clearance is required. Personnel whose duties meet the criteria for an Information Technology (IT) Level 1 designation require a favorably adjudicated Single Scope Background Investigation (SSBI) or Periodic Review (PR) of the SSBI. The SSBI or PR must be updated every 5 years. A favorably adjudicated National Agency Check with Local Agency Check and Credit Check (NACLC) for civilian personnel is required for IT Levels II and III. Additionally, Telecommunications Directive (NTD) 02-06, Information Assurance (IA) Training Requirement, and DoDD 8570.1, Information Assurance Training, Certification, and Workforce Management Policy, require that all authorized users of DoD Information Systems receive initial IA awareness orientation as a condition of access and thereafter must complete annual IA refresher awareness training to maintain an active user account.

SECURITY REQUIREMENTS FOR CONTRACTOR PERSONNEL

a. Permission to visit. Whenever Contractor personnel are required to perform work aboard a ship of U.S. Navy or associated Shore Facility, the Contractor shall submit a visit request via the Joint Personnel Adjudication System (JPAS) using the visiting ship/facility's SMO (NUWC Keyport's SMO is 002536). If company does not have access to JPAS, a written request to visit must be sent to that ship/facility or ship Security Officer using the guidance below.

(1) For classified visits, the visit request shall include all information required by paragraph 6-100 of DOD 5220.22M Industrial Security Manual.

(2) For unclassified visits, the visit request shall include the following information on each person visiting the users agency's facility or ship. The request shall be on company letterhead stationery with company address/telephone number and provide the following information:

Name: _____

Job Title/Position: _____

Government Security Clearance, if any: _____

SSN: _____

Date/Place of Birth: _____

Citizenship: _____

Current Residence Address: _____

Length of Visit (if known) _____

Additional access information: http://www.cnmc.navy.mil/Kitsap/CNMCIP_A233976

b. Citizenship. No employee or representative of the Contractor shall be admitted to any facility or ship of the U.S. Navy unless satisfactory proof of citizenship of the United States can be furnished. If citizenship cannot be verified via JPAS an I9 Employment Eligibility Verification form may be required.

c. Compliance with Security Regulations.

(1) The Contractor shall comply with the security regulations in force at Naval Undersea Warfare Center, Division Keyport, WA and Keyport Annex Bangor. Company-granted clearances are not valid for access to restricted areas or information. If access to these areas or information is involved, Contractor personnel must possess a Government-granted clearance based on formal investigative actions. Contractor personnel may be required to fill out a form regarding involvement with alcohol or dangerous drugs, police records, relative living abroad, and personal foreign travel as a condition for receiving a clearance.

(2) If applicable, special security provisions for access to classified information are set forth in the attached DD Form 254, Contract Security Classification Specifications.

(3) It is the Contractor's responsibility to collect and account for all personnel identification passes/badges and vehicle passes issued to his employees when no longer needed. The Contractor must return all passes/badges to the facility security office within three (3) days of the separation of an individual from employment on this contract.

(4) It is the Contractor's responsibility to assure that his employees are aware of, and comply with, the security requirements of the facility or ship as set forth in the contract and as explained at the pre-award conference, if applicable. Noncompliance by an individual can result in denial of access to the facility or ship.

(5) If a Contracting Officer's Representative (COR) is appointed in this contract, a listing of persons employed on the contract indicating that they have been briefed on the facility/ship security requirements shall be submitted to the COR within 14 days after award of the contract. The list is in addition to that shown in paragraphs a, b, and c above. The list shall also include a description of all company vehicles, including road equipment and office supply trailers, to be employed on the facility, along with license numbers, if applicable. The Contractor shall promptly notify the COR of any changes to the list.

(6) Per SECNAV M-5510.36, Contractor employees working in Government spaces are subject to the activity's security education program. Such employees at NUWCDIVKPT must review each NUWCDIVKPT Security Training Quarterly (STQ) Bulletin and report same to the company's Training or Facility Security Officer. Contractor employees with SECRET or higher clearances must attend one counterintelligence briefing annually. Briefings are conducted quarterly and are advertised in the STQ.

(7) The use of privately owned personal computers and cellular telephones by Contractor personnel at Naval Undersea Warfare Center, Division Keyport, WA and Keyport Annex Bangor is restricted. Contractors requiring such devices in the performance of this contract shall notify the Contracting Officer.

(8) Contractor personnel at Naval Undersea Warfare Center, Division Keyport, WA and Keyport Annex Bangor are prohibited from having photographic equipment, tape recorders, or other recording devices in their possession.

(End of Text)